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Submit a proposal

Proposals and queries should be submitted directly to the IALS Digital Manager: steven.whittle@sas.ac.uk. Please refer to Submission Guidelines below for more information.

Proposals should be succinct and include all the relevant elements described within these guidelines.

IALS Open Book Service for Law - Proposal Checklist

To help us consider your proposal promptly and accurately, please check that you have included the following information:

- Manuscript Title, Synopsis and Rationale
- Table of Contents
- Outline of Chapters
- Permissions – e.g. Tables, Illustrations and Diagrams
- Supplementary Digital Material
- Manuscript Completion Date
- Competitor Titles
- Author / Editor - Name and CV
- Additional Supporting Material
- Sample Chapter
Manuscript Title, Synopsis and Rationale

Proposed title and short descriptive summary of the book, detailing its scope and content (up to 300 words). Clearly and succinctly explain why there is a need for the book and how it may complement, enhance, or add something new to the area of discussion. Outline the intended readership and briefly explain how the book targets them effectively. Also include the total proposed word count, inclusive of notes.

Table of Contents

List the chapter titles and subheadings in order.

Outline of Chapters

A short summary of the key topics and ideas presented in each chapter, as well as expected word count — if appropriate, include one or two references upon which the material is based. In the case of an edited collection, list the authors (or proposed authors) and describe how their component chapters retain consistency and complement one another for a coherent whole.

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Please give details of all material you wish to use, both your own and the work of others. These might include use of a Table of Cases, Table of Legislation or Index. Ensure that any images are high-resolution and that you have permission to reuse the work of others (both text and images). Where the use of copyright works is integral to your book, include copies of the agreed permissions requests.

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Manuscript Completion Date

Please indicate the current stage of development of your manuscript. Is the manuscript complete, incomplete or at proposal stage? Include the date at which you expect to be able to deliver the final manuscript. If possible, include the number of weeks or dates when you expect each chapter will be completed.

Literature Review of Comparable or Competitor Titles

List the key published books which share the topic of your proposal and explain how your proposal differs from them. List as many as you believe to be relevant. You may include reference to articles and resources if applicable. Please include full references and URLs / DOIs if the material is in digital format.

Author / Editor Name and Biography

Please provide a brief curriculum vitae for the author or principal editor. Include: Full name and qualifications of author(s), contact address, telephone numbers and e-mail addresses, present appointments, institutional affiliations, career to date. Also give details of any relevant experience and a list of any previous publications (books and/or articles); in the case of a writing team, similar details for each contributor.

Additional Supporting Material

As appropriate, include other materials that can be put forward to illustrate the proposed approach or demonstrate the author’s previous writing experience (e.g. blog posts, storyboards or demonstrators for pedagogical works). In
the case of a PhD thesis we will also need to see a copy of your examiners’ reports. As applicable, please provide details of the funder(s) of the project and/or any publishing grants and any specific deadlines we should be aware of.

Sample Chapter

Please provide one sample chapter of up to 10,000 words. This can be any chapter which best represents your final work. Please ensure that the style is representative of the final work and the format is consistent. There is no need to submit the full manuscript at this stage.

The manuscript sample chapter should be saved as an MS Word document, rtf or PDF file, and supplied as an e-mail attachment. Please use a legible font (10pt or larger).

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