

OBserving Law – IALS Open Book Service for Law
Guidance for those who are interested in publishing with IALS
SUBMISSION GUIDELINES

Publishing open access with the IALS

We aim to offer a quality-driven, professional and personal open access academic publishing service.

We welcome submissions and proposals for law or law-related monographs, textbooks, edited volumes and other scholarly works, including shorter form books, reference materials and born-digital content.

We are looking to publish original work of legal scholarship or scholarship in a strongly related cognate field, which demonstrates significance and rigour, with the potential to set the scholarly agenda and also to reach a wider audience of readers.

In our open access publishing service we ask the author to choose from a selection of [Creative Commons](#) license types. We also appreciate the continued importance of printed books and provide options for the research published through our open access programme to be available for print purchase.

We are not able to consider a manuscript or proposal which has been simultaneously submitted to other publishers. If you are making a submission to more than one publisher then this must be disclosed at the time any submission is made to us.

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.

Permissions – e.g. Tables, Illustrations and Diagrams

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.

Supplementary Digital Material

List any research materials or resources available to you which could be used to enhance your book in the digital environment. These could include audio, visual, multimedia or interactive tools which are not intended to be embedded in the text of the final manuscript – such as a teaching or training resource. You must own the rights to any and all supplied content. We will consider the feasibility of using or linking to such material but do not guarantee that the supplementary material provided will be used or published.

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).

We appreciate your submission and will respond as swiftly as possible. It is a condition for consideration that **OBserving Law – IALS Open Book Service for Law** book proposals are peer reviewed in accordance with standard university press practice. We will keep you informed of progress during the review process.