**Publications proposal form**

All queries relating to your proposal should be directed to Catrina Appleby, Publications Manager at the Society of Antiquaries of London via email (cappleby@sal.org.uk).

Here at the Society of Antiquaries of London we take your privacy seriously. If you provide personal data in order to submit a proposal for a monograph to be published by the Society of Antiquaries of London, we will only process the data you have given us for the effective management of our publications programme. We may contact you in connection this publication, using the contact details you have provided to us, but we will not use this information for any other purpose. We will never sell this information to third parties. For further information, please see our privacy policy: [www.sal.org.uk/privacy](http://www.sal.org.uk/privacy).

**Title and Scope**

1. **Title and subtitle (*if applicable*)**

1. **Synopsis**

*Please provide a description of no more than 250 words to summarise the scope and content of your work.*

1. **Subject area(s)**

*Please identify the discipline(s) your work will speak to.*

1. **Time period and geography**

*Please give details of the archaeological/historical time periods and areas covered in your work.*

1. **Audience and readership**

*Describe the readership for your work, being as specific as possible with regard to discipline, background, level and the types of reader.*

**Content**

1. **Table of Contents**

*Include prelims, chapter heads, subheads and any additional data material.*

1. **Illustrations**

*Indicate the number of images required (monochrome and colour, photographs or line drawings) and the preferred size at publication (quarter page, half page, full page, pull-out). Please include figure captions list and, if providing the captions as a separate Word document, please indicate this below.*

1. **Tables**

*Indicate the number of tables required.*

1. **Extent**

*What is the proposed word-count of your project?*

1. **Permissions**

*Your work will be published in print as well as online as Open Access via ADS and OAPEN, so you must have permission from all copyright holders to allow you to reproduce all third-party material in print and online. Please confirm that you have already received such permission.*

1. **Submission date**

*Please give a realistic date by which you expect to deliver the final manuscript (incl. all image files and permissions) to the Society of Antiquaries.*

**Funding Details**

*The Society of Antiquaries is able to accept for publication only those projects for which the costs of publication have been met fully from grant-aided or other external funding sources. Please give full details of your funding commitments to meet the costs of publishing your work.*

*If you have already approached Historic England and been granted a project number, please give that project number here.*

**Market and Competition**

1. **Market and readership**

*Describe the readership for your work. Be as specific as possible with regard to discipline, background, level and the types of reader.*

1. **Influential contacts**

*What key organisations or journals should be contacted to promote your project?*

1. **Conferences**

*Which forthcoming conferences would attract delegates who would be interested in your publication?*

1. **Competing publications**

*What are these? How does your publication differ from them?*

1. **Key characteristics**

*Please briefly indicate three key benefits that your work will offer its readers (do not forget to identify its unique and distinctive features) that competing publications do not offer.*

**Author Information**

1. **Details of lead author**

*Please include your title, full name, affiliations, postal and email address.*

[ ]  I hereby grant the Society of Antiquaries of London the right to process my personal data for the purposes of contacting me about this proposal, assessing the proposal (including passing this information onto academic referees), as well as the effective management and promotion of the Society’s publications programme.

1. **Details of co-author(s)**

*Please include the title, full name, affiliations, postal and email address of each co-author.*

[ ]  I hereby confirm that I have received permission from all co-authors to for their personal data to be submitted to the Society of Antiquaries of London. We may contact all authors and co-authors in relation to this proposal.

1. **Biographical note**

*Please provide a brief (less than 150 words) biographical note that can be used for promotional purposes.*

1. **Previous publications**

*Please give details of any relevant past publications (journals or books).*

1. **Social media**

*Please give details of any websites or social media sites that you are active on which are relevant for your work and its promotion.*

1. **Additional information**

*If you have anything else you would like to share with us to help us promote your work (for example, any anniversaries or related events that we could link your publication to), please give details here.*

*Please email your completed proposal form to Catrina Appleby, Publications Manager at the Society of Antiquaries of London (cappleby@sal.org.uk).*