



SUBMITTING A BOOK PROPOSAL TO THE SOTL SERIES AT UJ PRESS

Guidelines for Prospective Editors

Kindly be advised that all proposals and manuscripts for this book series must be written in English

THE OUTLINE PROPOSAL

We are very pleased that you are considering writing for the *SOTL Series*, published with UJ Press. What follows is a brief description of what is expected of a proposal for a new book and how it will be considered for publication.

This should include:

- 1. Proposed working title and subtitle**
- 2. Details of the authors/editors, including affiliation, contact details and Orcids**
- 3. Synopsis of the proposed book**

Please provide the conclusions reached (first, upfront, so that we understand straightaway what you are proposing). Then some brief background of the subject area/context, and the aims and objectives of the book. This should include a description of scope and content; the rationale behind the project (e.g. developing out of a course/conference, filling a gap in the market, emergence of a new area of research); major themes you plan to cover; the intellectual contribution the book will make to the field; distinctive features; etc.

- 4. Draft Table of Contents**

Please list your proposed chapter titles (and sections, where appropriate), and then repeat these adding a one or two paragraph description of the content of each chapter. If the book is an edited volume, please indicate who the author of each chapter is (and if they have confirmed interest). UJ Press seeks to publish original content, so please indicate if any of the proposed material has been published before and, if so, who holds the copyright.

- 5. The intended market and readership (primary and secondary) for the book**

Please include the discipline/subject area of potential readers, the level the book is aimed at (e.g. PhD students, academics), and the geographic potential of the

book (regions where the book should have strong appeal, and where will it not be relevant).

Please also include information on any courses where the book might have relevance.

6. Competition / Contribution to the Literature

Analysis of any existing literature that competes directly or indirectly with your proposed book. Please include title, author, publisher, price, and publication date, and information on how your book is different/will improve upon the existing books. Please don't say specifically that there is 'no competition' because this opens the proposal up to possible criticism if 'something' is thought to be in the same area. How will your work contribute to the literature on this topic?

7. Types of books and world limits for this book series

7.1 Edited books

Edited collections are essential to the scholarly discourse. The series editors welcome proposals which align with the scope and thematic areas outlined above. An edited collection should seek to advance collective understanding of the series' focus areas. An edited collection consists of around 10 chapters with a diverse pool of contributors that has a geographical balance (both within the African continent and wider international community) as well as an array of established and early-career scholars.

Publications originating from conferences should clearly state this and the research justification should be clear about the type of research output it is in line with the DHET guidelines for research outputs.

8. An indication of any artwork requirements

For example, number of figures (line drawings or photographs), and whether these can be effectively reproduced in black and white.

9. An estimate of when you expect to submit your final manuscript.

10. Sample chapter/material (if available).

11. A short, up to date CV / bio for all authors/editors, including affiliation and significant publications.

12. Does this project have research funding (e.g. the grant number and, if possible, the named recipient)?

Some funders stipulate rights or distribution requirements, which it is useful for us to be aware of.

13. Suggestions for 3 or 4 potential reviewers of the proposal (optional, add to email only).

Please note that UJ Press is unable to consider a proposal that is under consideration with another publisher.

EVALUATING THE PROPOSAL

Review

In the first instance, the Manager will be able to tell you whether your work will be suitable for publication by UJ Press in the SOTL Series. If we are interested in your project, the Manager in collaboration with the Series Editors will invite a small number of internal and external academic advisors to comment on your proposal, namely confirming the need for a book in this area and the quality of the proposal. Referees will remain anonymous and the manuscript and proposal will also be anonymised to ensure the double-blind nature of the review process. This internal and external review process may take 1-2 months each depending on the availability of the reviewers. The Manager will write to you summarising the referees' comments as soon as they are complete.

You will be asked for your reaction to these comments and whether you wish to amend your outline in response to them.

It is also possible that, at this stage, you will be informed that UJ Press cannot publish your book.

Approval

Assuming the external feedback is supportive (two positive reviews are required), the Manager will present the proposal at an internal Editorial Meeting to the Series Editors. If your proposal is approved at this meeting, you will be offered a publication contract.

The complete publication process from the receipt of the final manuscript ranges between 6-9 months and includes the following processes:

- Internal Review
- External Review
- Language Editing
- Page layout and design
- Production and distribution

If you have any queries about the process, please don't hesitate to contact your Publishing Manager.

Yours sincerely,

Wikus van Zyl
Manager: UJ Press

For any inquiries regarding your proposal submission, please contact the series editors via email: ujpress@uj.ac.za