



PROPOSAL SUBMISSION GUIDELINES

Here at Liverpool University Press (LUP) we recognise that completing a proposal submission form can be daunting, to early career scholars as well as to those who have done this numerous times before. It is the main document by which your proposed book will be assessed, firstly by the LUP commissioning editor, possibly by a series editor, external peer reviewers, the Editorial Advisory Board, and finally by senior management at LUP.

The proposal submission form has therefore been designed to answer a variety of questions from a number of different perspectives: from ‘does it contribute and build upon current debates in the field?’ to ‘can LUP afford to publish the book?’.

What is the review and submission process at LUP?

On submission to LUP, your proposal will be carefully assessed by the appropriate commissioning editor. If they feel the proposed book is suitable for LUP, the commissioning editor will send your proposal to at least one leading academic in the field for external peer-review, and to the series editors (if submitted for a particular series). Once the reports are in (which can take between three and eight weeks, depending on the availability of reviewers and their own teaching and research commitments), the commissioning editor will send you the reports and invite you to submit a written response.

Your written response to the reports is a crucial part of the review process as it is a chance for you to agree or explain any issues raised in the reports, as well as provide more detail if requested. You do not need to agree with all the comments raised by the reviewer in your response; however, your engagement to the reviewer’s report does provide a valuable insight to the commissioning editor and Editorial Advisory Board on how you manage constructive feedback.

The commissioning editor will evaluate your proposal again based on the reports and your response, and, if favourable, the commissioning editor will submit your proposal, reports and response to LUP’s Editorial Advisory Board for the next stage of the process. The Editorial Advisory Board meets every three months (March, June, September and December) and consists of leading figures from the University of Liverpool in our main subject areas. At the Editorial Advisory Board meeting, all titles put forward by the commissioning editors are discussed in detail and a decision is made on whether to proceed to contract stage.

If your proposal is approved by the Editorial Advisory Board, it is then presented by the commissioning editor to senior managers at LUP. Once approved by the senior

management team, your commissioning editor will offer you contract terms and, on agreement of those terms, a contract will be sent to you for signing.

Can I submit a manuscript instead of a proposal?

If your book is complete and you would like your manuscript reviewed, we still require you to complete our proposal submission form first. This is because not everyone in the review process will have time to read your full manuscript, and the proposal submission form asks questions that cannot be answered by reading the manuscript. The proposal provides you with the chance to explain the aims of your work, your methodology, your book's strengths, and why LUP is the right publisher. You may be asked to submit the manuscript later on, which would be sent out for review, but even if the manuscript is submitted and reviewed, a completed proposal form is still required.

Further questions:

These guidelines have been created to help you, but if you have any further questions, then please contact the appropriate commissioning editor for your book, who will be happy to help (<https://www.liverpooluniversitypress.co.uk/contact/>).

Before completing this form, please read LUP's [Publication Ethics](#).

The first section asks for personal information. Your name and affiliation will be passed to colleagues, series editors, external peer reviewers and the Editorial Advisory Board; however, all other data provided is not circulated externally and is stored by LUP in line with our Privacy Policy (<https://www.liverpooluniversitypress.co.uk/pages/privacy/>).

AUTHOR / EDITOR DETAILS:

Name:

Affiliation:

Work address:

Telephone:

E-mail:

THE BOOK

Title:

If your title is provisional, or open to discussion, please insert (Provisional) afterwards. Please also include your subtitle if you have one.

Brief summary:

(A few sentences summing up the proposed book)

If you had to sum up the work in less than 50 words, what would you say? Fifty words is sometimes all a publisher has to describe a book to a bookseller or librarian.

Aims and scope of the book:

(A more detailed explanation of the proposed book)

This is where you can go into more detail, explaining the aims of your book, the research it is based upon, and your methodology.

Contents list with a detailed synopsis of each chapter (min. 400 words per chapter)

For edited collections, include a list of contributors and their affiliations, and, importantly, explain your selection process for contributors and topics covered.

We do require at least 400 words per chapter so we have a clear understanding of what will be covered in each chapter, the depth you are going into, and, importantly, why you have chosen the topic of the chapter. However, we do recognise that if your book has yet to be written, some of this may change in the course of the research and writing after your book has been contracted. We fully accept this, and all we ask is that you keep your commissioning editor up to date with any substantial changes.

For edited collections, we expect to read an explanation on how you chose your contributors and the topics covered. As a university press committed to transparency and diversity, in an edited collection we expect to see a list of contributors that reflects the academic community working in this area, as well as a range of topics that illustrates the current debates in the field. Whilst we appreciate not every writer and topic can be included in a book due to word length constraints, we do expect to read a strong case for the contributors and topics that have been selected and reasoned explanations as to why others haven't.

MARKET AND COMPETITION**How does your proposed book build on the work of others and contribute to current debates in the field?**

This is an important question. No book stands alone. Every book builds on the work of others, whether it has been read or heard (for example, but not limited to, published books or articles, unpublished theses, online blogs and writings, lectures, and conferences), and we expect full credit to be given to all who have helped shape the debate which your own work is building upon (for example, but not limited to, academics, early career scholars, researchers, non-academic writers).

What are your proposed book's strengths or unique selling points?

Whilst we recognise no book stands alone, this is the place to highlight the particular strengths of your book and its unique selling points.

Who is the intended market for the book?

Please be as specific as possible. Your book will not be of interest to 'all historians'.

Are there any competing books?

Competition is a good thing. Other books in the area show this is an area where there is active debate and interest and this question helps to illustrate that your work is in dialogue with those debates.

LENGTH, ILLUSTRATIONS AND SUBMISSION DATE

What is your ideal total word length?

(Please include contents, acknowledgements, references, bibliography and captions – basically everything except the index. If it is an edited collection, how long is each essay?)

We work out the costs for publishing a book based on **total word length**, which is why it is important to include absolutely everything, even your captions, but not the index. The ideal total word length of a monograph or edited collection is between 80,000-95,000 words.

Do you require illustrations, tables, graphs or diagrams?

(If so, how many? Should they be published in colour or black and white, or both? If internal colour images are required, do you require the images to appear next to the corresponding text or would separate colour plate inserts or wraps be acceptable?)

In addition to the questions listed, please state whether you already have permission or how you will obtain the necessary permission to publish the illustrations, tables, graphs or diagrams in both a printed edition and electronic edition of your book.

Do you plan to submit the published book to the Research Exercise Framework (REF)?

Please stipulate if you plan to submit the work to the next REF. If you are unsure at this stage, please indicate whether it is likely or not.

Do you require your book to be made available Open Access on publication?

As a mission-based university press, LUP is committed to Open Access and has been publishing Open Access books since 2010. In 2014, we launched Modern Languages Open (MLO), a peer-reviewed online platform for the Open Access publication of modern languages, and have created other innovative Open Access e-textbooks. LUP has published numerous Open Access monographs, which are available on the Open Library and JSTOR, as well as through the LUP website. In addition, we established the Open Access Author Fund to support Open Access articles and books by early career researchers in the humanities and social sciences.

We continue to explore Open Access opportunities and engage in discussions about Open Access with research funders, universities, academics and other publishers to improve the service we provide and uphold our aim of publishing the very best scholarship for the academic community. Therefore, we would be delighted to discuss your Open Access requirements, if applicable. Please talk to your commissioning editor

Do you have funding to support the publication of your book?

(Funding will be necessary if your book requires colour images or to be published Open Access.)

If you have funding to support your book, or can apply for funding, please state the amount here as well as any conditions attached.

Does any part of your proposed work (sections or as a whole; other edition, thesis or a pre-publisher version) appear in other publications (in print or online) or within an institutional repository? Is there an embargo on an earlier edition of the proposed work? If so, please provide details.

We recognise that some of the material in your book may be already available in another publisher format, such as an article or a conference paper. This is understandable and this question is important for us to consider the amount of original, unpublished material that will appear in your proposed book as well as any permission issues there may be with your previously published work.

Do you have any plans to publish in the future any part of the proposed book (sections or as a whole; other edition, thesis or a pre-publisher version) in other publications (in print or online) or within an institutional repository?

As with the above question, it is important we understand how much original material will be in the proposed book.

Is this work currently under consideration elsewhere? Has this work previously been considered by another publisher?

Unlike some publishers, we do not demand exclusivity in considering a proposal, however due to the time and resources spent on reviewing proposals and manuscript it is important for us to know whether it is under consideration elsewhere and the likelihood you will sign with LUP.

Please outline why you have chosen to submit your book proposal to LUP

We are interested in learning the reasons authors / editors submit a proposal to LUP so please complete in as much detail as possible.

What is your proposed submission date for completion of the manuscript? Do you require the book to be published by a particular date?

Please confirm you have read the Publications Ethics document on our website and your work adheres to the guidelines set out by COPE:

List of recent publications (inc. any forthcoming publications):

Brief education / employment history:

All we require is a list of institutions you have studied and worked at, and the corresponding dates, plus any research projects you have worked on, so we can ensure there is no conflict of interest when we ask an external peer reviewer to read your proposal.

Do not include any personal information here that you do not wish to be stored by LUP.

If you have any questions about completing this form, then please do not hesitate to contact one of our experienced and approachable commissioning editors for advice.

<https://liverpooluniversitypress.co.uk/pages/contact-us>

When you have completed this form, send it as a Word Document to the editor commissioning in your subject area. If you are unsure which editor this is, then please email it to Alison Welsby (Editorial Director) (a.welsby@liv.ac.uk)

Thank you for considering Liverpool University Press.