**STAIR SOCIETY**

**PROPOSAL FOR PUBLICATION**

Thank you for your proposal to produce a volume/volumes for the Stair Society. So that the Council can consider your proposal properly, we would be grateful if you could provide the following information and send it to the Literary Director, Professor Mark Godfrey, at mark.godfrey@glasgow.ac.uk

Please use black ink or type, if you wish to complete the form. You may also provide this information in word-processed format on additional sheets.

**Name(s) of contributor(s):**

**Institutional affiliation(s) (if any):**

**Address (preferred postal):**

**E-mail(s):**

**Telephone(s):**

**Proposed title of volume (in upper case)**

1. *Please set out briefly the nature and content of the proposed publication*.

2. *If you propose to edit a text, please indicate the original MSS or other material that you will use in the editorial process, whether any permissions will be required for their reproduction, and any previously published editions that there may be, together with reasons why a new edition is required*.

3. *Please outline the interest of the material and any likely readership beyond the members of the Society*.

4. *Please indicate what type of edition you are proposing, e.g. whether diplomatic, semi-modernised, or modernised; in the case of the last two, please indicate the type of modernisations you propose*.

5. *Please indicate the likely length of your text in terms of number of words, whether a glossary is intended, whether any appendices are intended, and whether any facsimile or artwork is necessary*.

6. *An index of subject-matter and, where appropriate, persons and places will be required. Please indicate whether you would wish to prepare such an index, and if not whether any alternative indexers are known to you*.

7. *Please give the number of volumes required for the edition, and outline*

*their contents if more than one is anticipated*.

8. *It is anticipated that your material will be supplied on computer disks or by email attachment to the Literary Director, in Word for Windows format. Please indicate if this requirement will present any difficulties, and what the alternatives might be*.

9. *Please give a realistic timetable for preparing the edition*.

10. *Please give details of your qualifications and any previous experience or publication relevant to your proposal*.

11. *Please give details of any funding which you may already hold or intend to apply for in connection with this proposal*.

12. *Do you anticipate incurring any expenditure in carrying out the research for your publication which could not be met by your institution, or by way of any funding you may already have or for which you intend to apply? Please give details*.

13. *Please provide the names and contact details of two (or more) scholarly referees who could speak to the quality of your work to date.*

**We would be grateful if you would attach to this form some specimen pages of the proposed publication**.

Professor Mark Godfrey

Literary Director

Stair Society

**Notes**

*The information provided on this form will be the basis for a decision on whether to accept the proposal for a publication in the Society’s series. Once a proposal is accepted, a standard letter of acceptance together with schedule of delivery will then be sent to the intending contributor.*

*The Literary Director will liaise with the contributor and will report on progress of the edition to the Council of the Society. The Literary Director will negotiate the details of the publication with the contributor and will be responsible for ensuring that the edition keeps to the agreed publishing schedule, that the contributor adheres to the Society’s Editorial Guidelines and that any other conditions set down by Council are fulfilled.*

*Contributors will be expected to submit to the Literary Director short reports on the progress of their work in April and October each year. The report should indicate any delays in keeping to the agreed schedule and the reasons for them and advise of any problems or needs. Disagreement between the contributor and the Literary Director which cannot be satisfactorily resolved between them, should be referred to the Council of the Society. Contributors are encouraged to remain in regular contact with the Literary Director, preferably by email, outside the formal requirement of report mentioned in this paragraph.*