

THE SURTEES SOCIETY

TEMPLATE FOR PROPOSING A VOLUME FOR PUBLICATION

We ask editors to provide a short formal proposal (typically no more than 2 sides of A4) when suggesting a volume for publication by the Surtees Society. Proposals should include the following information:

1. Working title and name of proposed editor

2. Details of the manuscript record, including

- repository (or its location and ownership if not in a library/record office), with the reference number of the manuscript(s).
- brief description of the content and subject matter, including covering dates
- approximate word length of text to be transcribed
- whether the manuscript or any part of it has been printed before

3. Context. How did the proposal arise? Why is an edition desirable? Who is likely to buy the volume?

4. Proposed contents, including approximate length of introduction; brief details of any proposed supplementary material (Appendices; Glossary etc)

5. Timescale. Editing a record for publication is a painstaking and time-consuming task. Realistically, when would you expect the edition to be complete?

6. Contact details for proposer/editor

7. Images and sample transcripts of a couple of pages of the manuscript should be appended.