**Volume Proposal**

**Title of your proposed volume:**

**Your name**:

**Contact details** (correspondence address and email):

**Your background** (education, academic qualifications, other books you have written):

**Will you be the only editor/ contributor to the volume?** If not, please give details of the others:

**Description of your proposed edition** (c. 300 words. This should include a description of the sources to be edited; the proposed format of the edition – e.g. receipts and expenditure on facing pages, or Latin/English parallel text; and the rationale for the proposed selection of sources where necessary):

**Details of any comparable published volumes:**

**Desired illustrations, tables, graphs, maps**

Please give brief details, including number of each and software used in their formatting. (N.B. Our contract with Liverpool University Press allows for a maximum of ten black and white illustrations. Any further illustrations may need to be financed by funding acquired by the volume editor.)

Black and white illustrations

Tables (program used)

Graphs (program used)

Line drawings, maps, family trees

**Length of text**

Please supply an estimated word count of the length of the text, including introduction, notes, appendices and bibliography.

(N.B. Volumes which significantly (and unavoidably) exceed 100,000 words, including notes, appendices and bibliography, will probably need to be published in two volumes.)

**Grants and Subsidies**

Additional financial support acquired by volume editors is always welcome. Please give details of any grants for which you or the Society may be able to apply.

**Date of completion**

Please give a realistic date for submission of the completed text.

**Please note:**

Indexing

The Society requires editors to index their own volumes, in accordance with the best practice set out in R. Hunnisett’s *Indexing for Editors* (British Records Association, 1972). Owing to its limited finances, the Society will regrettably not be able to pay for the services of a professional indexer, although an editor may use such an indexer at their own expense if they wish.

Acceptance for publication

It is the Society’s policy is to ask one or more external referees to comment on proposals for publication once the full text (including notes, appendices, any illustrative material and bibliography) has been received by the General Editor. Please be aware that significant modifications may need to be made at this stage in response to referees’ reports. No commitment to publish can be given before the modified text is reviewed by the Council, nor can any financial compensation be offered if the Council decides against publication.