

Instructions for Submitting a Book Proposal to the British School at Athens

The British School publishes work conducted by its staff and members under the aegis of the School (i.e. on permits obtained by the School or arising from research, including events organized at the School). Other proposals may be considered if there is capacity in the relevant series schedule. All publications will be in the English language.

Authors/editors should follow carefully the steps outlined below:

1. Indicate a preference among the following three series published by the BSA (*the BSA reserves final judgment on the destination of any volume that it recommends for publication*).

- *British School at Athens – Modern Greek & Byzantine Studies*, published in print and digital format with Routledge. This series explores a wide range of topics within a field of enquiry spanning contemporary Europe and the many dimensions of the long Greek post-classical past. Monographs and edited collections are welcome: material culture studies fall within the scope of the series, but field reports will not normally be considered. The School can publish a maximum of two volumes per year which should not normally exceed 120,000 words in length.
- *British School at Athens Studies in Greek Antiquity*, published in print and digital format with Cambridge University Press. This series covers pre-medieval archaeology and ancient history (broadly conceived). Monographs and edited collections are welcome, but while not totally excluded, field reports will not normally be published in this series. The School can publish a maximum of two volumes per year which should not normally exceed 120,000 words in length.
- *British School at Athens Supplements*, published in-house by the BSA, currently in print format only. This series covers final reports of major fieldwork and material studies ('reports of record'). Short reports should normally be addressed to the *Annual of the British School at Athens*. Authors of other short studies are advised to consider this route also, noting the facility to publish supplementary material online only.

The School does not normally publish conference proceedings as such, but welcomes coherent and rigorously edited collections whether or not they had their origins in conferences or workshops. Such proposals should normally be addressed to one of the two *Studies* series.

2. Submit a formal proposal to the School Director (director@bsa.ac.uk)

This **must** include:

- a) a covering description outlining the scope and significance of the work, its place in the current market (noting any rival or complementary works), its intended audience, and its length;
- b) the contents page;
- c) an abstract of each paper in a collected volume, or an outline of chapter contents as appropriate;
- d) a brief CV of the author(s) or volume editor(s);

- e) a timetable for completion/submission (this may be renegotiated in the event of acceptance, and the schedule at that point will be regarded as binding);
- f) a brief note describing the connection with the BSA.

Incomplete proposals will not be considered. Authors/editors are invited to draw attention to any particular requirements (e.g. for illustration) at this stage.

3. Next steps

Recommendation of any proposal for publication rests with the relevant academic committee of the School. These are:

- *British School at Athens – Modern Greek & Byzantine Studies*: Committee for Society, Arts and Letters.
- *British School at Athens Studies in Greek Antiquity*: normally Committee for Archaeology (as appropriate advised by the Crete Subcommittee, the Fitch Laboratory Subcommittee or the Committee for Society, Arts and Letters).
- *British School at Athens Supplements*: normally Committee for Archaeology (as appropriate advised by one of the above subcommittees).

The School Director and the Chair of the relevant committee appoint two reviewers for each proposal. Their reports, plus any advice sought from the School's subcommittees, are circulated with the proposal to the full committee for a final decision. This stage may take two to three months, but authors/editors will be apprised of any comments or recommendations made by reviewers where reactions and/or revisions may help to inform the committee's decision.

4. Contracts and completion

- Agreements to publish *British School at Athens Supplements* are issued by the School's Publications Committee. Contracts for the two *Studies* series are issued by Routledge and CUP respectively: in these cases the School's recommendation to publish is further considered by the publisher, who retains the final verdict on each case.
- It is the responsibility of the author(s)/editor(s) to secure permission to reproduce all illustrations and to include full documentation of this with the submitted manuscript. A manuscript lacking necessary documentation is incomplete and will not go into production.
- Instructions to authors are published on the Routledge, CUP and BSA websites and must be followed exactly. Any queries may be referred via the BSA Director.
- The School will normally commission peer review of the final manuscript and may require changes at this stage. Review reports and author/editor responses will form part of the publisher's final decision to approve a work for production.
- It is the responsibility of the author(s)/editor(s) to adhere to the agreed production schedule. Delay may result in rescheduling within the series, and may also expose authors to contractual penalties.