

Guidelines for planning a themed volume in the 'Proceedings of the British Academy' series

[Proposal submission dates](#)

Conferences will often provide a valuable basis for an edited volume: indeed, there is a presumption that all [British Academy Conferences](#) will lead to a proposal for a Proceedings volume. However, themed volumes do not need to arise from a conference event, and many do not.

Volumes should fit within the discipline of the humanities and social sciences. Volumes should focus on an area of research that is advancing rapidly, and need to be of general enough interest for our wide readership, but specific enough to be a landmark volume on the topic.

Editor Information

What is suitable for an edited volume?

Editors are encouraged to be creative about the kinds of contributions they would like to include and to feature a range papers in their edited volume. These could include reviews on different aspects of the topic, new research, papers explaining the importance of the topic to the wider world, or papers looking to the future.

Where a conference provides the basis for a volume, selected papers from the meeting may be suitable. Editors should not feel that all conference papers are essential for inclusion in a volume and should consider the suitability of these papers.

Conference papers are often also usefully supplemented with invited papers to provide balance, scope, and a broader interest to the themed volume. Where a volume does derive from a conference, the publication proposal should be submitted after the final shaping of the material has been considered and all contributors have agreed to be involved with the proposal.

Your role as Editor

As Editor you will have responsibility for defining the subject matter, and role, of every paper in the volume. Editors should not leave each paper to the discretion of their authors, but rather provide guidance as to the scope for each paper so that each contribution flows within the volume.

A successful themed volume will have a unity that owes much to its Editor. It may be important to spell out the boundaries of each paper, to ensure both a complementary approach and the absence of overlap. Above all, Editors should work to cover all the relevant angles of the topic,

while minimising any repetition between the papers. Setting out a 'road map' so that every author understands the criteria for their chapter can be helpful.

If your proposal is successful, Editors are required to ensure each contribution is peer reviewed.

Your authors

Editors should think about an appropriate international representation in their list of contributors (ensuring that all authors have agreed to take part in the volume at the proposal stage).

A Proceedings volume may also provide an opportunity for papers by early-career scholars to be included alongside those of senior academics. Editors should also consider imbalances in the list of contributors and where possible ensure a diverse representation of talent.

The structure of your proposed volume

Typically, the papers in an edited volume will fall into two categories:

- **Research papers** - the meat of your volume will discuss current research in the field. It is important to remember to explain the accepted evidence/theories first, in order to lay the ground and set the context for the new evidence/theories. By explaining the current evidence/theories and then discussing the new evidence/theories, you lead naturally to looking forward towards the future of the field and exciting the reader about the possibilities of research in this area
- **Review-type papers** – it is also useful to include one or more review papers that explain the wider implications of the topic, including to other areas of scholarship. However, rather than making vague allusions to widespread implications inside and across disciplines, the important thing here is to be specific. Take a few of the most important implications, for the discipline and for areas outside it (if relevant) and explain exactly how the research discussed in this volume has a direct influence for researchers in these areas. This is important for making the publication appeal to a wide audience, and to explain the value of this field to other specific areas. It is also possible to include opinion pieces in the volume.

The authors for all papers will need to have a clear understanding of what the precise topic of their paper is, and what it is not.

The Introduction

An ambitious and substantial Introduction by the Editor(s) is important to a themed volume. This introductory section will sell the topic and the volume to the reader, explaining why the topic is so important and why it deserves a dedicated volume. It will provide a reader coming fresh to the topic with background information of sufficient depth, interest, and clarity to encourage them to take up the volume, even if they come from another specialist field.

The Introduction will describe the aims of the volume, and explain the comparative framework that holds the papers together. It will discuss the current state of debate in the field, suggest why the volume is particularly timely, and offer a clear statement as to how the book as a

whole, through all its different empirical approaches, contributes to and progresses the discipline. Having set this context, the Introduction will define and frame the basis for each paper the volume will cover. At this point the ‘road map’ that has been set out for the authors will become apparent to the reader.

Volume length

A reasonably sized Proceedings volume should contain up to 12 papers, each of up to 10,000 words. This is a point of reference and we will certainly be prepared to accept longer volumes, or volumes with more but shorter chapters. If the chapters are too short, though, they will not make their mark; and long volumes may need to justify their length.

Referee

Each Proceedings proposal must be accompanied by a letter of support from a referee. Your chosen referee must not be otherwise associated with the volume, either as an editor or author. When submitting your proposal on Flexi-Grant®, you will be prompted to invite a referee. They will need to accept this invitation and upload their reference on a letterheaded document to Flexi-Grant®. You will not be able to submit your proposal without a completed reference, so it is imperative that the referee is given adequate time to complete this section of the application.

Submit your proposal

Submit your proposal on [Flexi-Grant®](#) prior to one of the three deadlines per year (please refer to the first page). A sample document outlining the details required for completion on [Flexi-Grant®](#) can be found in the section; [Submit your proposal](#).

Please note, only submissions made via [Flexi-Grant®](#) will be considered.

If you have any queries, please email publishing@thebritishacademy.ac.uk

Closing date

The Proceedings series operates three submission rounds per year. Please see the [proposal submission deadlines](#) for each date.

Selection process

Discipline-relevant assessors (who are Fellows of the British Academy) will evaluate: how well conceived your volume is, and whether the work offers an innovative approach; the calibre and range of the proposed contributors; the quality of the scholarship to be published, and whether it will feature leading-edge research and the likely impact of the volume on scholarship.

The final selection will be made by the British Academy’s Publications and Conferences Committee.

Notification of outcome

Applicants will be notified of the outcome within three months of the submission closing date. Successful applicants will receive a contract to publish (see [Notes for Editors](#) for more details). Where the Publications and Conferences Committee believes that a proposal for a volume may benefit from further work, it may invite unsuccessful applicants to resubmit the proposal; unless specifically invited, resubmissions will not be accepted.

What happens after a proposal is approved

The [Notes for Editors](#) provide detailed steps to guide you through the next stages after your proposal is accepted by the Publications and Conferences Committee.

Open Access

Each author may upload the ‘author accepted manuscript’ version of their chapter in the Proceedings volume to institutional or centrally organised subject repositories where it may be made available under a Creative Commons Attribution-Non Commercial-No Derivatives 4.0 International Licence (CC BY-NC-ND), provided that (a) it is not made publicly available until 12 months after the publication in the Proceedings of the British Academy series, (b) the Proceedings is attributed as the original place of publication with the correct citation details given.

Code of Practice

The British Academy’s [Code of Practice](#) describes the standards of transparency by which the British Academy abides in administering applications for research awards and other proposals for support, and embodies the principles of equity, integrity and confidentiality for all who are involved in the assessment of proposals. The Code is intended to act as guidance to assessors in discharging the responsibilities placed on them in assessing proposals, and it sets out the proper conduct expected of them. Please read the Code in full. The Academy is regretfully unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. Please note that by applying in this scheme, applicants undertake to accept the terms under which applications are assessed.

Data Protection

The British Academy is committed to protecting and storing securely any personal and sensitive data held. This Privacy Notice sets out the basis on which any personal data we (the British Academy) collect from you in relation to administering the Proceedings of the British Academy scheme. Please read the following carefully to understand how we will use your ‘personal data’ (‘personal data’ means any information relating to you, through which you can be identified, such as name, contact details and employment information).

[Further information on the British Academy’s privacy policy.](#)

How will your data be used?

As a volume proposer, your personal data (name, contact information, employment information) is stored by the British Academy's Publishing Department. Application forms will be retained for ten years in the case of successful applications, and five years in the case of unsuccessful applications. This information can be updated at your request.

As part of your relationship with us, the British Academy's Publishing Department will use your personal data to: process your application; pass your application onto the proceedings assessors and to the awarding Committee (Fellows of the British Academy who serve on the Publications and Conferences Committee); and to convey the outcome of your application. Other relevant members of British Academy staff may also view your application.

Proposers must secure the permission of all contributors to be listed as potential contributors in their proposal.

The legal basis of processing

We will process your personal data for the purposes identified in this document on the following legal bases:

- Our legitimate interests, which relate to the processing of your personal data for the purposes of administering the Proceedings of the British Academy scheme, as outlined in this document
- Where you have freely consented to our use of your personal data for a specified purpose on an informed and unambiguous basis. Where this is the case, you have the right to withdraw your consent at any time by contacting us at the address below.

Contact us

If you have any questions, or if you would like to speak to us about the way in which we process your personal data, please email DPO@thebritishacademy.ac.uk.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745