

Cumberland and Westmorland Antiquarian and Archaeological Society
Notes on the submission of proposals for publications

In addition to the annual volume of *Transactions*, the Cumberland and Westmorland Antiquarian and Archaeological Society publishes books on the history and archaeology of Cumbria. The publications are divided into a number of categories:

- Extra Series: The publication of occasional single-volume studies (from 1877)
- Tract Series: Shorter papers in monograph (from 1882)
- Record Series: Monastic cartularies and other extensive original records (from 1899)
- Research Series: Archaeological reports of fieldwork and /or excavation related to substantial and significant sites (from 1979)
- Cumbria Archaeological Research Reports: Cumbria Archaeological Research Reports: Archaeological reports related to significant, but smaller, sites, or sites excavated in the past and with incomplete archives (from 2009)

We are not able to offer royalties to our authors. However, we do make a commitment to producing our books to the highest possible standards, so that both the Society and the author can be justifiably proud of our products.

The Cumberland and Westmorland Antiquarian and Archaeological Society welcomes the submission of publication proposals concerning aspects of the history and archaeology of Cumbria which are not suitable for inclusion in *Transactions*. Potential authors should check the information on submitting articles for publication in *Transactions* on the Society's website at <http://cumbriapast.com/publications> before submitting a book proposal to ensure that their material is not more suitable for publication in the journal.

Potential authors are asked to demonstrate the subject's wider relevance and to ensure that the material is set in a broader methodological context.

If you wish to submit a publication proposal to the Cumberland and Westmorland Antiquarian and Archaeological Society you can do this in one of two ways:

1. Provide a synopsis of no more than two A4 pages in length. This should include a full list of chapter headings (we realise that these may change in detail as work progresses, so a provisional list is acceptable). Under each chapter heading a brief summary of the contents plus an estimate of the length should be included. We also ask authors to provide details of the anticipated number and type of illustrations (i.e. photographs, drawings, maps) to be included in the publication.

The following should also be provided with the synopsis:

- The completed questionnaire (included at the foot of this document), signed and dated.
- An estimated date at which the manuscript will be ready for submission.

OR

2. Provide a synopsis and complete all sections of the questionnaire (as 1 above) together with two hard copies of the draft manuscript. Authors should follow the style guidelines as set out in the 'Style Guide to Authors' document on the Publications page of the Society website. The following should also be included with the manuscript:

- A contents page and a list of illustrations.
- Those authors submitting manuscripts based on the transcription of an original text (for the Record Series) must include sample pages of the original text and of his/ her transcriptions.

Please note that all proposals for publications are sent out to external readers for assessment, and are then considered by our publications committee. For your proposal to be considered it is essential that you provide all the information requested above. Please send to:

Dr Jean Turnbull, General Editor
Cumberland and Westmorland Antiquarian and Archaeological Society
61 Bellingham Road
Kendal
Cumbria, LA9 5JY

Author Questionnaire

(this form must be completed, signed, dated, and returned with the synopsis)

Provisional title of proposed publication	
Details of your previous publications; academic credentials; and current position	
Explain the significance of the publication	
Provide details of the geographic area/ subject matter covered	
When do you expect to submit the manuscript?	

As well as ensuring the proposed publication is academically sound, we need to ascertain its commercial potential because this helps us to determine whether a proposal is viable. We would therefore be grateful if you would complete the following section.

<p>Who will buy this publication and why (what the 'target market' is). Note any specialised categories of potential readers and any clubs, societies or other organisations which might be involved in sales and marketing.</p>	
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Signed

Date