# Text  Description automatically generated with medium confidence

# Proposal Form for Series of Books, Reports or Working Papers

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## Editorial principles, guidelines and criteria

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If you have a proposal for a series of scholarly books, research reports or working papers please provide the information below. This form is an opportunity for you to summarise your series, and it will be read by members of the CardiffUP Monograph Commissioning Panel and by peer reviewers.

## Book series information

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| Proposed title of series |

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| Summary*Please supply a two-line description of the series, summing up its scope and content.* |

**Personal details of series editor(s)[[1]](#footnote-1)**

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| --- | --- |
| Name |  |
| Title |  |
| Institutional affiliation (if any) |  |
| Address for correspondence |  |
| Email |  |
| Telephone |  |
| X/Twitter handle (if any) |  |

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| Biographies*Please provide a biographical note, of no more than 50 words, for each member of the series editorial team and for each proposed author, so far as you have this information at this point.*  |

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| Date of submitting this form |  |

**Additional details**

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| Description*Please provide a concise description of the series, outlining your rationale, approach, main themes and objectives. This should be no longer than 500 words.* |

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| Short non-technical description*Please provide a short description that could be used to describe your series on the CardiffUP website. This should be clear, informative and persuasive (175 words or fewer).* |

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| Key features*Three key benefits that this series offers to readers.* |

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| Series coverage*Please provide an indicative list of potential titles/topics, and provide an overview of the names of potential authors/editors and the discussions you have already held with them (500 words or fewer).* |

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| Size of series*Please give an indication of the number of titles you would be looking to produce and a potential timeframe for their submission and publication (500 words or fewer).* |

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| Word count of typical volume in the series*Please estimate the total length of a typical title in your series, to the nearest 5,000 words (including notes and reference list).* |

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| Use of Artificial Intelligence (AI) tools*Please indicate whether AI tools are likely to be used in the analysis for or writing of works in the series. If so, please provide details of which specific tools are to be used and how.* |

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| Previous publication of content*Please note that CardiffUP does not publish theses, or monographs which closely duplicate thesis content.Please provide full citations and further details of any instances where you are aware that sections of content within the volumes/papers of this series have been previously published, or have been made available online, in the form of theses, articles, conference papers, blog posts etc. To what extent have these previous publications been revised and rewritten for the series, in order to avoid self-plagiarism, redundant publishing and excessive overlap of content?* |

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| Submission dates*Please suggest realistic dates for the delivery of individual titles in your proposed series, so far as you have this information at this point. Please note that it is a requirement that you submit the complete manuscript of your first proposed book, report or paper, with an accompanying summary form, at the time that you submit this proposal form.* |

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| Pedagogical features*If appropriate, please outline the main pedagogical features you plan to include in your series (e.g. chapter summaries, case studies, study questions, glossary, further reading, web links).* |

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| Funding*Please provide details of funding arrangements already in place for the series, or for individual titles within it. Cardiff University’s Research and Innovation Services team may be able to advise on funding options:* *riscentraloperations@cardiff.ac.uk* *Where sufficient funding is not available for titles in the series, CardiffUP can usually provide funding for the mandatory publication costs of accepted titles through its Monograph Award scheme, but this is not guaranteed.* |

## Competing interests

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| *In this context, a competing interest is anything that interferes with, or might be interpreted as interfering with, the submission of material for publication with CardiffUP. Please describe any competing interests, or add the statement ‘I have no competing interests to declare’.* |

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| *Please note that CardiffUP does not accept simultaneous submissions (submissions under consideration by more than one publisher at the same time). If you have previously submitted this proposal to another publisher, please indicate below whether it was declined by that publisher or withdrawn from consideration. Otherwise please add the statement ‘This is not a simultaneous submission’.* |

## Market and competition

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| Market and readership *Please describe your primary and secondary readerships in as much detail as possible. If this series is likely to be essential or supplementary reading for students on identifiable courses, please provide information. Similarly, if the series is likely to appeal to readers in particular parts of the world, please add information to this effect.* |

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| Competing or comparable works*Please provide details of comparable series, including information on titles, authors, editors, publishers and prices. In what ways does your series differ, and what does it offer in addition?* |

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| Suggested reviewers*Please provide the names of up to six people we might approach for reviews of your series proposal, first book/report/paper summary and first manuscript. For each person, please provide their name, title, institutional affiliation (if any) and email address, and indicate why you believe their expertise makes them a suitable, independent reviewer. Please note that, whilst this information is helpful to the Commissioning Panel, we reserve the right to approach reviewers other than those proposed here.*1. [name and details]
2. [name and details]
3. [name and details]
4. [name and details]
5. [name and details]
6. [name and details]
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| Opposed reviewers*Please provide (in confidence) the names of any reviewers to whom we should not make an approach for reviews of your series proposal, first book/report/paper summary and first manuscript. For each person, please provide their name, title, institutional affiliation (if any) and email address.* |

Please submit this form, along with the completed manuscript of the first proposed book/report/paper in the series and an accompanying summary form, to CardiffUniversityPress@cardiff.ac.uk

Thank you for your interest in publishing with Cardiff University Press.

1. *Please duplicate the next 8 rows for each editor of the series as necessary* [↑](#footnote-ref-1)