

BOOK PROPOSAL FORM

To facilitate consideration by the council of the Ray Society (subject to availability of funding and to satisfactory referees' reports), please complete this form and return to the Honorary Secretary (for contact details, please see end of form).

PART 1: TITLE AND AUTHOR'S DETAILS

Proposed title of book:

Sub-title (if any):

Main author's contact details:

Full name:

Home address:

Home telephone number:

e-mail address:

RAY SOCIETY BOOK PROPOSAL FORM

Work address:

Work telephone number:

Preferred contact:

Home:

Work:

Either:

Present position/job title (if applicable):

Other relevant previous positions/occupations/activities:

Short biography (max. 1,000 characters incl. spaces) which could appear on the book:

RAY SOCIETY BOOK PROPOSAL FORM

Citizenship:

Contributors/coauthors details (if applicable):

Full Name(s):

Co-author 1:

Co-author 2:

Co-author 3:

Work or home address(es):

Co-author 1:

Co-author 2:

Co-author 3:

RAY SOCIETY BOOK PROPOSAL FORM

Telephone number(s):

Co-author 1:

Co-author 2:

Co-author 3:

Email address(es):

Co-author 1:

Co-author 2:

Co-author 3:

PART 2:THE WORK

Why is this work needed?

RAY SOCIETY BOOK PROPOSAL FORM

Please give the subject and structure of the proposed work in about 200 words. A version of this would ultimately be used to promote the book. If possible, please give a table of contents.

RAY SOCIETY BOOK PROPOSAL FORM

Please indicate which categories best describe your work:

Zoological

Conservation

Botanical

Ecology

Historical

Nomenclature

Monographic

Systematics

Regional

Evolution

Checklist

Popular

Economic

Other (please specify):

PART 3: THE MARKET

Please list up to six selling features that highlight your work:

RAY SOCIETY BOOK PROPOSAL FORM

Please outline by subject/specialisation/geography the work's expected readership:

Does the work have an academic market? If so, at what level (undergraduate, postgraduate, established researcher/academic)? Could it be used for coursework or as a major course text? If possible, please specify whether this applies only to the UK or also overseas:

Does the work have a popular market? Would it be of interest to members of natural history societies or similar learned organisations? Please indicate if there would be a guaranteed number of sales (e.g. via a society) or other forms of sponsorship:

Please indicate the projected market for the work:

UK

USA

Europe

Other:

RAY SOCIETY BOOK PROPOSAL FORM

Please indicate if there are any competing books (give details and price). If there are competing books, please explain the unique selling point(s) of your work. Why should your work be preferred?

PART 4: PROMOTION

The Society and its agents actively promote published works. Please list below the contact names, addresses, emails and telephone numbers (if possible) of any association or organisation whose members would be interested in the work:

Please list any periodicals, journals or newsletters of the above-mentioned or other organisations which may carry promotional inserts or similar:

RAY SOCIETY BOOK PROPOSAL FORM

Please list any journals or bulletins that may review the work. Make the list as focussed as possible:

Please list the names, departments and affiliations of lecturers that you would recommend to receive any information about inspection copies (at the Society's discretion):

Please list any forthcoming conferences where the book can be displayed. If possible, give the names and contact details of the conference organisers:

Please list any other people/organisations not covered by the above:

Please give any other information that may help to promote the work:

PART 5: COPYRIGHT

Any copyright held by the author(s) shall be assigned to the Society if the work is to be published by the Society. Where the work includes copyrighted materials of which the author is not the owner, it is the responsibility of the author to obtain permission in writing from the copyright holder for the publication of such material and to pay any copyright fees incurred. The Society will expect the author to obtain any required permissions in writing and provide copies of those permissions and any payment receipts to the Society for its files, if the work is to be published by the Society.

Will the work be produced as part of your normal course of employment?

Yes

No

Partly

Do you hold the copyright for the full work including the illustrations?

Yes

No

Not sure

If 'Not sure', please contact the Honorary Secretary to discuss any copyright issues.

If 'No', please indicate the portions of the work where you are the copyright holder and those areas/items for which you do not hold the copyright. For those areas/items where you do not hold the copyright, please confirm that you have obtained permission in writing to use the material and have paid any fees dues. Please give details of the copyright holder(s) and contact address(es) for each such copyrighted item:

Please provide name and contact details of next of kin of each author:

PART 6: PROPOSED SPECIFICATIONS OF THE BOOK

Please give size/format. If appropriate, identify an existing Ray Society publication the format of which you may wish to follow:

Please give expected number of pages (and volumes if more than one):

Please specify the type(s) of illustrations to be included (black & white line drawings, distribution maps, colour photographs, etc.) with estimated numbers of each:

Please give the expected date for submission of the completed manuscript:

PART 7: REVIEWERS

Please give names and email addresses of two suitable reviewers

Reviewer 1

Name

Email

Reviewer 2

Name

Email

NAME:

SIGNATURE:

DATE:

HONORARY SECRETARY CONTACT DETAILS:

**Roni Robbins
The Honorary Secretary c/o Paul Clark
The Ray Society
Natural History Museum
Cromwell Road
London SW7 5BD, UK**

Email: honsec@raysociety.org.uk