

## RAY SOCIETY PUBLICATIONS POLICY

- The Ray Society ("The Society") publishes books on natural history with special but not exclusive reference to the British flora and fauna.
- The Society's works are original monographs on particular groups or topics, facsimiles of historically important works and translations of existing works.
- These works should be complete treatments of a particular subject and should not necessarily form part of a series of works on a particular group or topic.
- Works that are being considered by the Society should not be under consideration elsewhere.
- The Society does not co-publish works.
- All works submitted for consideration by the Society will be refereed.
- Publication of a particular work is at the discretion of the Council of the Ray Society.
- The style and format of a particular work will be decided by the Society.
- The author(s) of a Ray Society work will receive free 20 copies of the work.
- The Society does not pay its authors or contributors any fee for their submitted works either as lump sums or royalties. However, at its discretion the Society may provide funding towards the production of works that it has agreed to consider, for example the use of an artist for illustrations, but it is not liable for any costs incurred without its knowledge and approval. The Society would normally expect to retain the copyright for any artwork etc. that it has funded even if it does not publish the work. However, it is not liable for any costs incurred without its knowledge or approval.
- The Society retains the copyright for its works; the authors have the responsibility for ensuring that permissions to use any material that has been used elsewhere are obtained.

*In the first instance the Honorary Secretary of the Society should be contacted about any work, or proposed work, that is intended to be offered to the Society for consideration.* The Honorary Secretary's contact address is:

The Honorary Secretary, The Ray Society, 154 Osborne Road, London E7 0PN

## **AUTHOR'S QUESTIONNAIRE.**

**To facilitate consideration by the Council of the Ray Society (subject to availability of funding and to satisfactory referees' reports) please complete this questionnaire and return to the Honorary Secretary.**

### **PART 1: THE WORK**

1.1 Proposed Title of Book:

1.2 Sub-Title (if any):

1.3 Main author's full name and contact details

1.3.1 Full Name (of main author):

1.3.2 Home address, Telephone number, Fax Number, e-mail:

1.3.3 Work address, Telephone number, Fax Number, e-mail:

1.3.4 Preferred address for contact: home/work/either

1.3.5 Present position/job title:

1.3.6 Biographical note [about 50 words giving a short biography which can appear on the book]:

1.3.7 Any other previous positions/occupation/activities not covered in 1.3.6

1.3.8 Citizenship:

1.4 Contributors/co-authors. Please list the names, addresses, telephone numbers, fax numbers, e-mail addresses of any contributors (in the case of a collected work) or co-authors.

1.5 Explain the reasons why this work is needed.

1.6 Give the subject and structure of the proposed work in about 200 words. This will also form the basis for the copy used on the book itself and for promotional material. Please give/attach a table of contents if possible.

1.7 Indicate which category or categories describes/describe your work:

Zoological, Botanical, Historical, Monographic, Regional, Checklist, Economic, Conservation and Ecology, Nomenclature, Systematics, Evolution, Popular, Others (please specify):

1.8 Please list up to six concise “selling features” to highlight the work.

## **PART 2: THE MARKET**

2.1 Indicate by subject/specialisation and geography the work's basic readership

2.2 Does the work have an academic market? If so at what level (undergraduate, post-graduate, established researcher/academic). Could it be used for coursework or as a major course text? Please be specific for both UK and overseas if possible.

2.3 Does it have a "popular" as well as an academic market e.g. of interest to members of natural history societies or similar learned organisations?

2.4 Indicate the size of the market for the work:

- (a) UK
- (b) Europe
- (c) USA
- (d) Other (please specify)

2.5 Indicate if there are any competing books (give details and price). If there are competing works explain specifically why your work should be preferred.

### **PART 3 PROMOTION**

3.1 The Society and its agents actively promote published works. *PLEASE ATTACH A LIST OF THE FOLLOWING* with contact names, addresses and telephone numbers where possible:

- Any association or organisations whose members will be interested in the work. Please provide a contact name and address/telephone number.
- Any periodicals, journals or newsletters of these or other organisations which may carry promotional inserts or similar. Please supply full details.
- Any journals or bulletins that may review the work. Make the list as focused as possible.
- The names, departments and affiliations of lecturers that you would recommend to receive information about inspection copies (at the Society's discretion).
- If there are any major forthcoming conferences where the book can be displayed please give details of the name and address of the conference organiser.
- Any key targeted list of people not covered by the above.

3.2 Please give any other information that may help in promoting the work.

## **PART 4 COPYRIGHT**

4.1 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 the Society's position is that 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.

4.2 Has the work been produced as part of your normal course of employment?  
YES/NO/PARTLY.

4.3 Do you hold the copyright for the full work including the illustrations?  
YES/NO/NOT SURE

4.3.1 If NOT SURE please contact the Honorary Secretary to discuss these copyright issues.

4.3.2 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.

4.4 Name and contact details of next of kin of each author.

**PART 5 PROPOSED SPECIFICATION OF THE BOOK:**

5.1 Size/format (if appropriate, please identify an existing Ray Society publication the format of which you may wish to follow):

5.2 Expected number of pages (and volumes if more than one):

5.3 Type of illustrations to be included (black and white line drawings, distribution maps, colour photographs etc.) with estimated numbers of each.

5.4 Expected date for submission of the completed manuscript

Name (BLOCK CAPITALS).....

Signed.....

Date.....