

Proposal to collaborate with InSEA on an e-publication.

Application to collaborate with INSEA on an e-publication.

Thank you for applying to collaborate with InSEA on an e-publication. In order for us to fully consider your application we need you to complete this brief questionnaire. Your proposal will be assessed by the Chair of the InSEA Publications Board and at least two Board members. Please be as precise as possible and give as much detail as you can to help reviewers to reach an informed decision about your proposal. When completing your application, please remember that the central mission of InSEA is **education through art**.

Note: Only InSEA members can propose publications, if accepted and there are more contributors, all must agree to become members of InSEA as a condition of publication.

Please **answer all questions** and send the completed form to:

secretary.insea@gmail.com

Please include the words '**endorsement proposal**' in the subject line of your email.

1 .Name of proposer(s)

Please list the names, contact details (postal address and emails) and InSEA membership numbers of those proposing the publication and indicate the main editor or author.

1a InSEA Membership number(s)

2. Are you ...

The editor(s)?

The author(s)?

3. What is the proposed title of your publication?

4. Focus and Scope

Please tell us more about the content of the proposed publication
Please summarise the publication's focus and scope (up to 150 words)

5. Keywords

Please provide up to 6 keywords or two-word phrases that are core to the focus of the publication

6. Synopsis, objectives and audience

Please provide a synopsis of the publication and be as descriptive as possible (up to 250 words). Audience – please tell us who is likely to be interested in the book (eg art educators, museum educators, artists etc)

7. Structure

Please provide a table of contents and/or brief description of what each chapter or section sets out to do (up to 50 words per section).

8. What sort of collaboration are you proposing?

- InSEA as publisher
- Some other collaboration (if B, please explain)

9. Will your publication be a:

- Single publication?
- Series?

10. Have you been involved in any other publications?

- Yes
- No (if 'no' please go to question 5)

11. Please tell us about, or provide links, to any publications you have been involved with.
(maximum 150 words)

12. InSEA Publication

What type of publication are you proposing?

- e-book
- pdf (most InSEA Publications are open-access pdfs)
- DVD or CDROM
- Other – please explain

13. What makes your publication unique?

Please tell us, in no more than 150 words, what is original about your proposed publication

14 .How do you think your publication fits with the aims of InSEA, how does it contribute to **education through art**?
(up to 150 words)

15 .Language

What language will be used throughout the publication? (*When submitting your publication to InSEA and to promote visibility of your publication to an International audience, please provide a 100-word short summary in the language of the publication and a 100–word short summary in English, as well as a 300 dpi image logo for the 'Publications' section of the website*)

16 .Will you be able to provide a fully copy-edited manuscript in the selected language, will you ensure that the text is free of spelling and grammatical errors?

- Yes
- No

17. Will you be able to deliver your manuscript in a form ready for final proof-reading?

- Yes
 No

18. Will you be able to deliver your manuscript 'camera ready' i.e. ready to publish (final layout) ?

- Yes
 No

if no , please explain

19. Copyright

If your copy contains images, copyright clearance should be indicated and is always the responsibility of the author(s)/editor(s). Do you have copyright clearance?

- Yes
 No

20. Production schedule/ timeline

Please tell us what sort of timescale you envisage for producing the publication

21. Additional information?

Please use this space to add any information, that you think will be helpful to us (max 150 words).

In submitting this information, I/we understand that the book is subject to peer-review and all authors of contributions that are accepted for publication have agree to become InSEA members.

Thank you, the proposal will be assessed and we will get back to you as soon as possible, but allow 6 weeks.

Glen Coutts
Chair, InSEA Publications Board