

Different Thinking

International Society for Education through Art

www.insea.org

*The worldwide community of education through art. Official partner of UNESCO*

**Proposal 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.org

Please include the words ‘**publication proposal’** in the subject line of your email.

**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 (corresponding**) editor or author.

**InSEA Membership number(s)**

**Are you ...** The Editor(s) or The author(s)\* delete as applicable.

* Proposals from **Author(s)** will require an editorial board or advisory committee (normally comprised of members of the InSEA Publications Board or Academic Review Panel). If the proposal is accepted, the Publications Board will work with the authors to establish this level of editorial oversight.

**Title of the proposed publication**

**Focus and Scope**

Please tell us more about the content of the proposed publication, summarise the publication’s focus and scope (up to 250 words)

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**Keywords**

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

**Synopsis and audience**

Please provide a synopsis of the publication and be as descriptive as possible (up to 500 words). Audience – please tell us who is likely to be interested in the book, for example; art educators, artist-teachers, students, museum educators, artists or designers.

**Structure** Please provide:

* a table of contents and
* brief description of what each chapter or section sets out to do (up to 300 words per section).

**What sort of collaboration are you proposing?**

* A) InSEA as publisher
* B) Some other type of collaboration (if B, please explain)

**Will your publication be a:**

* Single Publication OR

● Series? (delete as applicable).

If a series is proposed, what frequency is envisaged, for example – annually or biannually?

**Have you been involved in any other publications?**

Yes/ No

**If yes,** please tell us about it or provide links to any publications you have been involved with (maximum 250 words).

**What type of publication** are you proposing?

* Electronic-book; pdf (most InSEA Publications are open-access pdfs);
* Other – please explain

**What makes your publication unique?** Please tell us, in no more than 250 words, what is original about your proposed publication

How do you think your **publication fits with the aims of InSEA**, how does it contribute to education through art?

(up to 150 words)

**Language**

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

Will you be able to provide a fully **copy-edited manuscript in the selected language** and will you ensure that the text is **free of spelling and grammatical errors? Please note that editors will be responsible for working with contributing authors, to ensure clean copy**

Yes/No

Will you be able to deliver your manuscript in a form **ready for final publication on the InSEA website?**

**Copyright**

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

Yes/No

If ‘No’, by proceeding with this application, you undertake to obtain all permissions and will provide documentary proof to InSEA

**Production schedule/ timeline.** Please tell us what sort of timescale you envisage for producing the publication. Provide as much detail as possible here. For example, do you propose to have a call? If so, you will need to send a draft to us and explain your peer-review proposals.

**Additional information?** Please use this space to add any information, that you think will be helpful to us (max 300 words).

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

***Signed:*** ***Date:***

***InSEA membership number(s)***

Thank you, the proposal will be assessed and we will get back to you as soon as possible, but allow 6 weeks. **Please note** that the InSEA Publications Board may invite the proposer(s) to meet to discuss or elaborate on aspects of the proposal before a final decision is made.