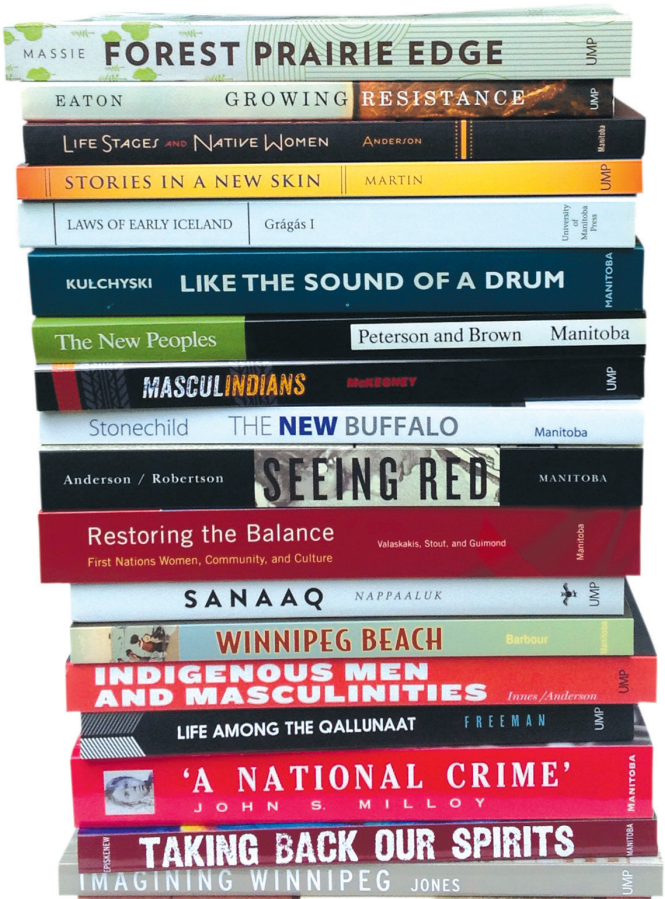




UNIVERSITY OF
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A Guide for Authors



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Publishing with University of Manitoba Press

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Before sending us your full manuscript, we ask that you submit a book proposal. Your proposal will give us a general sense of the content, focus, and potential audience for your manuscript and help the Press determine if we are the appropriate publisher for your work.

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Your proposal should include:

- A one- to two-page abstract of the manuscript. This should describe your research and the main focus of your manuscript.
- An annotated table of contents. This should briefly describe the main focus of each chapter.
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- An estimate of the manuscript's total word count. Also tell us what kind of non-textual materials your manuscript includes, such as photos, maps, tables, or charts.

- Your curriculum vitae.

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You should send your proposal to the Acquisitions Editor, either by e-mail or by hard copy. The Press's editorial and marketing staff will review your proposal to see how well your manuscript would fit into our publishing list. This internal review assesses the submission's relationship to the Press's areas of editorial focus and mandate, and also considers production, financial, and marketing aspects. This initial review usually takes four to six weeks.

If your manuscript is a revised dissertation...

If your manuscript originated as a dissertation, please provide a description of the revisions you have made or plan to make. We do not publish unrevised dissertations. A dissertation is a focused, often narrow, analysis written for a small, specialized committee to prove your knowledge of a particular topic. To be published as a book, it must be recast to speak more broadly to a larger audience with an authoritative voice that has absorbed the scholarship in the field and builds on it.

Your proposal should also include the following details:

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- Who was on your thesis committee.

For more information on revising your dissertation, consult these resources:

- William Germano, *From Dissertation to Book* (University of Chicago Press, 2005).

- Eleanor Harman, Ian Montagnes, Siobhan McMenemy, and Chris Bucci, eds., *The Thesis and the Book* (University of Toronto Press, 2003).

- Beth Luey, *Handbook for Academic Authors* (Cambridge University Press, 2010).

If your manuscript is an edited collection...

Edited collections must be a coherent, judicious selection of essays that work together and, as much as possible, speak to each other. The editor(s) must provide a substantive introduction to the overall themes of the book and present an intellectual analysis of the essays that follow. The introduction should make any connections among essays clear, and authors should be encouraged to refer to other works in the collection. Essays must be consistent in terms of format and style, and attention must be paid to ensure they are organized logically. A list of contributors and their affiliations should be provided.

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If we feel that your manuscript does have the potential to fit our list, we will ask you to send us your complete manuscript, which we will send for peer review to two outside experts in your field.

Your manuscript should be double-spaced and numbered consecutively. It should include:

- Title page
- Table of contents with page numbers
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- The main text

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- Drafts of tables, graphs, charts, and figures
- Copies of photographs or illustrations
- Any other material that will be part of the final manuscript, such as appendices or a chronology.

We will ask that you send us one hard copy of the manuscript (printed either double- or single-sided) as well as an identical electronic copy.

3. Peer Review of Your Manuscript

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- Does the work make an original contribution to the subject area?
- Is the scholarship sound?
- Is the manuscript, as it stands, acceptable for publication? If not, would a revised manuscript be publishable? What revisions would be required?
- Is it important that this manuscript be published? Why?
- What suggestions do you have for improving the manuscript, relating to style, inaccuracies, omissions, etc.?

We will share with you anonymous copies of the peer readers' reports when we receive them. We will discuss these reports with you and determine with you which are the key points that should be addressed.

At this stage, you will be asked to respond to the readers' reports. Your response can include:

- How you plan to revise the manuscript to respond to any suggestions from the readers.
- If and why you disagree with any of the readers' suggestions.

Each manuscript reviewed will also be assessed financially. We will assess your manuscript's estimated production costs, including any special features (e.g., colour reproductions), and potential market. All scholarly books require some form of financial assistance to be economically viable, and we will discuss with you if an application to funders such as the Awards to Scholarly Publications Program (ASPP) will be required to make publication financially feasible.

4. Approval by the UMP Editorial Board

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The Editorial Board will look at several factors when considering your manuscript, including:

- The readers' reports and your response to them.
- The quality of the manuscript and its suitability to our list.
- Our analysis of production and financial considerations.

The Editorial Board may make one of three decisions on your manuscript:

- Accept it for publication, perhaps with specific revisions required.
- Ask that you make revisions and submit the revised manuscript for a second round of peer review.
- Decline to publish the manuscript.

Once your manuscript has been approved by our Editorial Board, it will be assigned a place in our publication schedule. In consultation with you, we will set a deadline for your submission of the final manuscript with revisions and all accompanying material.

5. Our Contract with Authors

After our board has approved publication of your manuscript, we will prepare a contract for your book. Our author contract is a standard book publishing contract. It lays out the responsibilities of both the Press and the author for the production and distribution of your book. For example, it is the responsibility of the Press to publish the work, to edit it and market it in accordance with current publishing standards, and to pay the author royalties on sale of the book and its subsidiary rights. It is the responsibility of the author, for example, to deliver the completed final manuscript on time, to obtain permissions to reprint all material that is copyright elsewhere, to prepare or pay for preparation of an index, and to obtain all illustrations, graphs, and charts included in the manuscript.

6. Preparing Your Manuscript

We prefer manuscripts to be submitted in Microsoft Word format (.docx), with embedded endnotes. Please consult the University of Manitoba

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7. Editing and Production

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8. Sales and Marketing

Our goal is to make your research as widely available as possible in both print and digital formats. As a university press, our core sales market is comprised of scholars, academic institutions, and libraries.

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Contact Us

Jill McConkey, Acquisitions Editor
jill.mcconkey@umanitoba.ca
ph. (204) 474-8804