

**AHA****African
Humanities
Association****African Humanities Series
Application to publish a manuscript**Please submit your completed application form to the following email address: AHseries@nisc.co.za**TITLE INFORMATION**

Title of work	
Subtitle of work	
Author name(s) to appear on the title page	

AUTHOR CONTACT INFORMATION

1.	Surname							
2.	First name(s) in full							
3.	Professional title (Professor, Dr, Mr, Ms, other)							
4.	Gender	<table border="1"> <tr> <td>Male</td> <td><input type="checkbox"/></td> <td>Female</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>			
5.	Institutional affiliation							
6.	Department/Centre/Institute							
7.	Faculty/College/School							
8.	City							
9.	Country							
10.	Physical address							
11.	Postal address							
12.	Email address							
13.	Cellphone number							
14.	Office telephone number							

NAME:

DATE:

TITLE INFORMATION

Title of work	
Subtitle of work	

ORIGIN OF THE MANUSCRIPT

Provide a brief outline on the idea(s) behind the manuscript. Why did you write this book?

COPYRIGHT

Is any part of your manuscript subject to copyright other than your own? (Please specify.)				
Do you plan to include material requiring copyright permission?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, have you started the permission request process?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

BRIEF DESCRIPTION OF THE WORK

Select at least one, but not more than three , broad field(s) from the list provided which most appropriately reflect(s) the fields addressed by your manuscript.	
Agriculture and renewable natural resources	<input type="checkbox"/>
Anthropology	<input type="checkbox"/>
Archaeology	<input type="checkbox"/>
Architecture and environmental design	<input type="checkbox"/>
Arts, visual and performing	<input type="checkbox"/>
Communication	<input type="checkbox"/>
Education	<input type="checkbox"/>
Geography	<input type="checkbox"/>
Health care and health sciences	<input type="checkbox"/>
History	<input type="checkbox"/>
Industrial arts, trades and technology	<input type="checkbox"/>
Languages, linguistics and literary studies	<input type="checkbox"/>
Law	<input type="checkbox"/>
Libraries and museums	<input type="checkbox"/>
Life sciences	<input type="checkbox"/>
Physical sciences	<input type="checkbox"/>
Multi-disciplinary	<input type="checkbox"/>
Philosophy	<input type="checkbox"/>
Psychology	<input type="checkbox"/>
Religion and theology	<input type="checkbox"/>
Social sciences and social studies	<input type="checkbox"/>
Other discipline (Please specify.)	
What is the nature of your proposed book? e.g. original research, compilation, memoir, other (Please specify)*.	

*see the notes in the information section at the end of this form that describes the types of work that can be accommodated with the two imprints of the African Humanities Series.

ILLUSTRATIVE MATERIALS

What do you estimate the length of the completed book to be? (Please note the maximum length of manuscripts accepted for the series is 85 000 words (inc. references) plus tables and illustrations [approx 220 book pages] and the minimum length is 70 000 words [approx. 160 book pages])		Estimated word count
How many tables and illustrations do you plan to include? (Please provide an estimated number in the appropriate categories below)		
Black and white photographs		Colour photographs
Charts/diagrams		Graphs
Maps		Tables
Other materials (Please specify)		
Describe any ancillary materials that will be included (e.g. audio, CD ROM, other) (if applicable)		
Will the book include other materials such as, case studies, questionnaires, glossaries, appendices, etc.? (Please describe and indicate how many of each.)		

MARKET CONSIDERATIONS

For what type of reader is your book intended? Please provide some details below	
<ul style="list-style-type: none"> • Specialists in your field or in some particular area of a larger field. 	
<ul style="list-style-type: none"> • General readers without specialised knowledge? 	

STATUS OF THE WORK

What is the projected submission date for the complete manuscript should AHA agree, in principle, to publication? (This should be a realistic date with which it will be possible to comply.)	<hr/> <p style="text-align: center;">Year / month / date</p>
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OVERVIEW OF THE WORK

Use the space on the following pages to provide:

1. A brief description of the work.
2. A detailed outline of the book (Table of Contents)
3. A brief description of each chapter
4. A brief literature review

(Please note that the above information should not exceed 4000 words!)

Brief description of the work. (What do you consider the outstanding, distinctive, or unique features of the work. Explain the purpose, themes, arguments, scope, and contribution to scholarship of the proposed book, as well as its place in the literature.)

Table of contents (Detailed outline of the book structure)

Overview of individual chapters

Brief literature review

BACKGROUND INFORMATION and APPLICATION GUIDELINES for AUTHORS

TYPE OF WORK

The African Humanities Series accommodates two broadly different types under separate imprints. These imprints are:

- **The Cutting Edge:** An outlet for innovative Humanities work which unsettles the boundaries of knowledge in ways which make us think anew about the abiding social problems across the continent. This has been the main focus of the series.
- **Reflections on the Humanities:** A forum for African scholars as well as those in the diaspora to publish work on the state of the humanities on the continent. It will encourage especially senior scholars to reflect on their own experiences of past and current Humanities scholarship.

The series editors, in consultation with the editorial board, will decide which of these imprints is most appropriate for the manuscript.

A manuscript of acceptable academic standard should at least:

- deal with a significant topic
- be creative
- contain an appropriate background or literature review
- be written in a clear, readable manner
- contain sound and appropriate analyses
- contain conclusions derived from the findings
- promote a free, open exchange of ideas
- show proof of original work and represent a decided contribution to the knowledge of, and insight into, the subject
- be free of plagiarism and excessive paraphrasing
- show an understanding of different modes of inquiry

APPLICATION TO PUBLISH

1. The AHA book series publication application form must be completed and submitted electronically through the series publishers at AHseries@nisc.co.za
2. Precise and complete information must be supplied in the application form.
3. The application will be considered by the Series Editors and members of the AHA Editorial Board with a view to possible publication in the African Humanities Association's series of books.
4. Applications will be considered with due regard to the fit of the topic with the aims of the African Humanities Association book series, the publishing schedule of the series and available funds.

OVERVIEW OF THE APPRAISAL PROCESS

1. The AHA Series Editors and Editorial Board will review your book proposal submission in order to determine whether it is a good fit for the African Humanities Association book series.
2. If your book proposal is considered worthy of being added to the AHA series, you will be notified in writing and provided with pertinent comments from the Editorial Board members' assessment reports, together with a comprehensive guideline for preparing a draft manuscript for submission for the appraisal process. The notification letter will include the expected date for submitting a complete copy of your draft manuscript to the series publishers, who will then send it to the Series Editors to determine if your draft manuscript meets the required minimum standard for it to go through an in-depth, blind peer review process. You will then receive notification from the Series Editors on their decision. If the decision is positive, your draft manuscript will be sent to two readers (peer reviewers) identified and appointed by the Series Editors for the blind peer review process.

(Please note that this initial appraisal process typically takes a minimum of eight to ten (8 – 10) weeks

to complete, but this does depend on the nature of the project and the availability of suitable readers. The Series Editors will commission the best available readers to provide a comprehensive evaluation of your draft manuscript.)

3. The Series Editors will be guided by the recommendations in the appointed readers' assessment reports to determine if you will be invited to work with a manuscript mentor for up to a maximum period of four (4) months in order to address the readers' recommendations and assist you in preparing a penultimate copy of your manuscript for publication as part of the AHA Series.
(On notification of the Series Editors' decision, you will receive an anonymous copy of the appointed readers' reports.)
4. On being introduced via cyberspace to the appointed manuscript mentor, you will both receive a work plan template as well as a comprehensive guideline document on preparing a penultimate copy of the manuscript for submission to NISC. The work plan template is to be used to record the mutually agreed tasks to be undertaken in addressing the readers' recommended revisions, by whom and by when. The completed work plan should be submitted to the series publishers for submission to the Series Editors for their approval.
5. During this collaborative exercise, both the author and the manuscript mentor will be required to submit progress reports to the series publishers so that these can be shared with the Series Editors for comparison against the contents of the mutually agreed and approved work plan.
6. Once the collaborative exercise is completed, the manuscript mentor will submit a final assessment report on your revised manuscript, indicating its readiness for the next stage in the publication process.
7. The Series Editors will then make a final decision on whether to publish your work based on the final assessment report received from the manuscript mentor and on reading a copy of your revised manuscript.
8. You will receive a copy of the assessment report in order to effect any minor revisions that may have been recommended by the manuscript mentor.
9. Once a manuscript has been accepted for publication *subject to* any minor revisions as may have been recommended by the manuscript mentor, you will be given two (2) weeks in which to submit a reworked manuscript to the series publishers. An author may be given an extension to the date for submitting the reworked manuscript. However, a written motivation for an extension must be addressed to the Series Editors. If the revised manuscript is not submitted within two (2) weeks, and if no request for an extension of this date has been agreed to in the interim, the title may be cancelled at the discretion of the Series Editors.
10. Once an author has addressed any additional revisions required, the final manuscript will be submitted to the NISC Production Department for copyediting, typesetting, indexing and proofreading.

Please note – The author of a manuscript is responsible for ensuring that the content of the manuscript is neither plagiarised nor libelous. A manuscript will not be considered/ accepted for publication if an allegation is proven to have substance.