PROCESS FOR VAF SPECIAL SERIES BOOKS

1. Discussion

Author should discuss the idea with the Special Series editor or member of the Editorial Board. The Editor could help set up roundtables or sessions at the annual meeting, if desired. The Editor will circulate the proposed topic to the Editorial Board and VAF Board for early input.

2. Pre-Proposal

The Author will submit a simple pre-proposal to the Special Series Editor, who will circulate it to the Special Series Editorial Board for comment and acceptance. The Pre-Proposal should contain a synopsis and description of the book, along with a chapter outline.

3. Proposal

The Author will submit a formal Proposal to the Special Series Editor and the University of Tennessee Press Editor. The Proposal will include:

* Synopsis and description of the book
* Table of contents with chapter summaries
* Description of the audience for the book
* Description of similar books and how this one differs
* Manuscript specifics: length, number and type of illustrations, schedule for completion
* Sample chapter
* Curriculum vitae of the author

A member of the Special Series Editorial Board and UT Press’s Editorial Board will review the proposal and prepare written comments. If accepted by both boards, UT Press will issue an advance contract.

4. Manuscript Review

The Author will submit the completed manuscript to the Special Series Editor and to the UT Press Editor. A member of the Special Series Editorial Board and a reviewer selected by UT Press (from a list submitted by the Special Series Editor) will review the manuscript and prepare comments. Both the Special Series Editorial Board and UT Press’s Editorial Board will approve the manuscript for a final contract and publication.

4. Production

UT Press will handle production from this point forward. VAF offers a subvention to secure high-quality images and paper stock to insure that this will be an attractive and legible volume.