

Scottish Text Society

Proposals for Editions

Thank you for your proposal to edit a text for The Scottish Text Society. So that the Council can consider your proposal properly, I would be grateful if you could provide the following information.

Please use black ink or type, if you wish to complete the form. You may also provide this information in word-processed format on additional sheets.

Name(s) of editor(s)

Address

Telephone

Fax

E-mail

Proposed title of volume

1. If there are any other editions of the text you propose to edit, please could you list them here, and give an account of their character (e.g. diplomatic) and their availability.

Notes:

The Council of the Scottish Text Society will decide on the basis of this information whether to accept the proposal for an edition and also the character of the edition. Once a proposal is accepted, a standard letter of acceptance together with schedule of delivery will then be sent to the intending editor.

The Council will also appoint a Supervising Editor, who will liaise with the Editor and will report on progress of the edition to the Editorial Committee. The Supervising Editor will negotiate the details of the Edition with the Editor and will be responsible for ensuring that the edition keeps to the agreed publishing schedule, that the Editor adheres to the Society's Editorial Guidelines and that any other conditions made by Council be kept to.

Editors will be expected to submit to Council a short annual report on the progress of their work. The report should indicate any delays in keeping to the agreed schedule and the reasons for them and advise of any problems or needs. Disagreement between the Editor and the Supervising Editor which cannot be satisfactorily resolved between them, should be referred to the Editorial Committee.

The final version of the edition should ideally be submitted for publication on computer disk. The preferred software for the preparation and submission of texts is Microsoft Word, either PC Word for Windows (95 or later) or Macintosh (5.1. or later). This will then be converted to a software suitable for professional printing, e.g. Quark. If the Editor wishes to submit the Edition in any other form or using any other software, approval must be sought from the Editorial Committee first, and the Editor must undertake to make any corrections or emendations required for final production.