**Michigan Publishing Services**

**Proposal Form**

***Book, Imprint, and Publishing Services Projects***

Michigan Publishing Services (a division of Michigan Publishing and the University of Michigan Library) works with scholars to design affordable and sustainable publishing solutions for material of interest to scholars in many fields, extends U-M Library’s commitment to the production and distribution of scholarship, and experiments with new possibilities for library-based publishing.

If you are interested in becoming a publishing partner, supplying details about your project will help us determine whether it is a good fit for the services we offer. It will also help us identify which tools and resources might suit your needs most effectively.

In order to consider your project, we require the following components:

[1] Responses to the questions and concerns of the following sections.

[2] Two letters of support from U-M faculty. Letters of support should be written by individual(s) who can speak to the role your publication will play in its field and/or administrator(s) able to provide information about levels of institutional commitment and support.

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| Please send the completed proposal to mps-intake@umich.edu. |

# I. Project Title

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| *[title or working title goes here]* |

# II. Sponsor Information

For each project sponsor, please supply the name, email, phone, departmental and university affiliation, and website URL for the project sponsor (e.g. author/s or editor/s whose names will appear on the cover of the final product). Tell us about any supporting institutional framework, organizations, or societies affiliated with your project (e.g. funding entities). What is the mission or charge of each group for which your publication will be an organ? Please duplicate the table below for each sponsor.

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Affiliation: | *Department, University* |
| Address: | *(For possible royalty processing)* |
| Email: |  |
| Website: | *only if applicable* |
| ORCID: | *only if applicable* |
| Role in project: |  |
| Supporting institutions: | *only if applicable* |

# IV. Description of Project

Provide a brief description or abstract of the project that explains its scope, argument, background, and/or position in the field.

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| *[description goes here]* |

# V. Purpose and Goals

Describe your project’s ultimate purpose. Be as specific as you can in providing context for this project, including the field in which it will be positioned, and the contribution it aims to make to that field. This will help us to assess how the project corresponds to Michigan Publishing Services’s mission, and understand the types of resources (editorial, design, programming, etc.) you will need to achieve your goals.

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| *[purpose and goals go here]* |

**VI. Audience**

Describe your projected (or existing) readership. Is your publication aimed at a general readership, a scholarly readership, or somewhere in between? Are there existing publications for your readership? Who is likely to use/read your project?

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| *[audience description goes here]* |

# VII. Review Process

Describe your review and quality-control process prior to submission of materials to Michigan Publishing services. Will the materials be peer reviewed? If an edited collection, what sort of review process will the editor/s put in place? Explain the reasoning behind review process decisions.

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| *[review process description goes here]* |

# VIII. Publication Formats

What formats would you like the project to appear in. Please select the following that apply:

|  |  |
| --- | --- |
| Paperback |  |
| Hardcover |  |
| Ebook |  |

Will you require an index for your book? If so, will you create the index yourself (based on the typeset files) or would you like MPS to contract an indexer on your behalf?

Indexers charge roughly $3-$5/page and this typically adds 2-4 weeks to the production schedule of a book.

|  |  |
| --- | --- |
| No index |  |
| Index (self) |  |
| Index (MPS) |  |

Regarding the appearance and functionality of your publication, please describe what you hope your project will look like and how your readers will engage with it—online and/or in print (if applicable). If there are existing online or print publications that you have looked to for inspiration, please list them, along with specifics about why they appeal to you.

If you have any preference for book dimensions, black and white vs. color printing (e.g. of interior images and text), gloss or matte cover, or any other considerations about the physical properties of the final product, please describe below. Note that all of these aspects affect the pricing of the final product.

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| *[description of spec preferences goes here]* |

# IX. Copyright, Open Access, License Type, and Accessibility

Who will hold the copyright: project authors/editors/sponsors or the Regents of the University of Michigan? Choose one:

|  |  |
| --- | --- |
| Author(s)/Editor(s)/Sponsor(s) |  |
| Regents of the University of Michigan |  |

Will the final product be open access (freely available for all to read online)? Note that Michigan Publishing Services is more likely to select a project that supports open access. Choose one:

|  |  |
| --- | --- |
| Yes |  |
| No (please explain) |  |

If yes to the above question, what [Creative Commons license](https://creativecommons.org/share-your-work/licensing-types-examples/) will be used? Choose one:

|  |  |
| --- | --- |
| CC-BY |  |
| CC-BY-NC |  |
| CC-BY-NC-ND |  |
| CC-BY-SA |  |
| CC-BY-NC-SA |  |

Michigan Publishing values the digital accessibility of our publications. As of 2019, we now require all projects to include alt-text and/or long description, in addition to captions, for non-text assets (e.g. images). A description of basic principles for describing visual resources for accessibility can be found here (<https://describingvisualresources.org/guidelines/basic-principles/>), and examples are available here (<https://describingvisualresources.org/guidelines/examples/>). Please select one of the following:

|  |  |
| --- | --- |
| I/we will provide alt-text/long descriptions and captions for non-text assets. |  |
| I/we would like to contract Michigan Publishing to produce alt-text/long descriptions for non-text assets to be approved by me/us before publication |  |

Please be aware that contracting us to produce alt-text/long descriptions will incur per-image costs and we cannot guaranteed the alt-text/descriptions will accurately represent the author’s intent in reproducing the image/s in question.

# X. Images, Tables, Figures, etc.

Please describe whether you intend to include images, tables, figures, etc. and, if so, how many.

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| *[description goes here]* |

**XI. Permissions**

If you are reproducing images, tables, figures, etc. from another source, how will you handle permissions for reproductions? Please be specific.

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| *[images and permissions description goes here]* |

# XII. Project Status and Timeline

Tell us about the current status of your project (e.g. under development, content solicited but not yet written, content finished and in need of distribution channels, etc.). What is your anticipated timeline for the initial launch of your publication, as well as the timeline for future issues (if applicable)?

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| *[description of project status and timeline goes here]* |

# XIII. Financing and Support

Describe any revenue streams, financial resources, or institutional support that will be used to subsidize your publication, including available labor and expertise at your disposal.

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| *[description of financial support goes here]* |