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Description automatically generated

Proposal Form for New Series

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details for Correspondence | | | | | | | |
|  | | | **Series Editor** | | | **Series Editor 2[[1]](#footnote-1)** | **Series Editor 3** |
| Forename | | |  | | |  |  |
| Surname | | |  | | |  |  |
| Title | | |  | | |  |  |
| ORCID | | |  | | |  |  |
| Institutional address | | |  | | |  |  |
|  | Institution and department | |  | | |  |  |
|  | Street and number | |  | | |  |  |
|  | Town / City | |  | | |  |  |
|  | County, state, or province | |  | | |  |  |
|  | Postcode | |  | | |  |  |
|  | Country | |  | | |  |  |
|  | Phone no. | |  | | |  |  |
|  | E-mail | |  | | |  |  |
|  | Preferred address for correspondence | |  | | |  |  |
|  | Preferred address for contract | |  | | |  |  |
| Home address | | |  | | |  |  |
|  | Street and number | |  | | |  |  |
|  | Town / City | |  | | |  |  |
|  | County, state, or province | |  | | |  |  |
|  | Postcode | |  | | |  |  |
|  | Country | |  | | |  |  |
|  | Phone no. | |  | | |  |  |
|  | E-mail | |  | | |  |  |
|  | Preferred address for correspondence | |  | | |  |  |
|  | Preferred address for contract | |  | | |  |  |
|  | | | | | | | |
| Details of the Series | | | | | | | |
| Title | | | |  | | | |
| Subtitle | | | |  | | | |
| Link to website editorial board | | | |  | | | |
| Series rationale  (350 words max.) | | | |  | | | |
| Keywords  (6 to 10) | | | |  | | | |
| Field(s) of interest | | | |  | | | |
| Geographical scope | | | |  | | | |
| Chronological scope | | | |  | | | |
| Peer review system | | | |  | | | |
|  | | Short description of the method of peer review | | single-blind undertaken by an external specialist (i.e. one appointed by the Board)  single-blind undertaken by a specialist member of the Board or an external specialist  double-blind undertaken by an external specialist (i.e. one appointed by the Board)  double-blind undertaken by a specialist member of the Board or an external specialist | | | |
|  | | Full description of the method of peer review | | Series specific text to be used:    Brepols Publishers standard text to be used:  All volumes in this series are evaluated by an Editorial Board, strictly on academic grounds, based on reports prepared by referees who have been commissioned by virtue of their specialism in the appropriate field. The Board ensures that the screening is done independently and without conflicts of interest. The definitive texts supplied by authors are also subject to review by the Board before being approved for publication. | | | |
| Languages | | | |  | | | |
|  | | Primary Language(s) | | English  French | | | |
|  | | Additional Language(s) | | English  French  German  Italian  Spanish | | | |
| Author guidelines | | | | series specific author guidelines can be found on the series website:  (URL)  Brepols’ general author guidelines need to be used: | | | |
|  | | | |  | English  French | | |
| Members of the editorial board (name and affiliation) | | | |  | | | |
| Submissions should be sent to (name, and email and/or delivery address) | | | |  | | | |
| Provisional list of initial titles  (if available /relevant) | | | |  | | | |
| Other relevant information | | | |  | | | |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Further Details of Contract Party – only complete where different from ‘Personal Details” above[[2]](#footnote-2) | | | |
| Name |  |  |  |
| Institution and department |  |  |  |
| Street and number |  |  |  |
| Town / City |  |  |  |
| County, state or province |  |  |  |
| Postcode |  |  |  |
| Country |  |  |  |

1. Fields for Series Editor 2 and 3 to fill in, if applicable. [↑](#footnote-ref-1)
2. Please complete this section ONLY where the contracted party is distinct from the ‘Personal Details’ section above. This would apply, for example, in the case of

   a periodical or series that is contracted with an institution or university department, and represented by an individual within that institution,

   an institution (as employer) that wishes to sign all intellectual property contracts of her employees.

   Otherwise, simply leave this section blank. [↑](#footnote-ref-2)