

ALHA BOOKS: GUIDELINES FOR AUTHORS

Subjects

We publish original work about aspects of Avon history. We interpret 'history' broadly, to include archaeology, prehistory and pre-human history. No topic is excluded as long as it has some history to it which is likely to interest a sufficient number of readers.

Avon is the area which used to be the county, but only roughly. Not every title will deal with the whole of this area, but the subject must be clearly related to it or located in it. One might deal with a rather larger area if Avon was central to it, but a 'SouthWest' which included three or more whole counties would be too broad. Topics might also include relationships with other parts of the world, eg *Migration from Avon to New Zealand*. However, we do not intend to publish individual parish or village histories.

Content

Essentially we are looking for work which will be interesting to the general reader, and acceptable to other specialists.

We have no rigid style rules, but readers will welcome shorter rather than lengthy sentences and paragraphs, and aids such as headings and subheadings, maps, diagrams and timelines to clarify complex material. There should be a useful, though not an exhaustive, reading list to enable readers to pursue their interest further.

The work should be properly based on published sources, archive material or available evidence, with appropriate references. It should be up-to-date with other relevant work; and should deal fairly with the evidence and with alternative views. Of course it must not infringe copyright, or plagiarise the work of others, or duplicate other publications by the same author. We shall only publish work which meets these standards, and we may refer proposed text for expert review to ensure that it does.

Length.

Generally between 10,000 and 15,000 words of text, excluding references and reading list, but including appendices and explanatory notes.

Illustrations.

Appropriate black & white or grey-scale illustrations are welcome. Not all subjects lend themselves to illustration, but we hope it will always be possible to get at least one for the front cover. The cover illustration may be coloured but otherwise colour will only be considered if it is intrinsic to the subject, e.g. Heraldry.

If possible, proposed illustrations of any kind should be supplied in digital form (JPEG preferably) as transferring images from paper may degrade them.

Process

Once a text has been submitted, it will go through four stages:

1. Our publications panel consider whether it meets our requirements
2. If so, we shall work with the author on the content, organisation, references etc, to agree a text. Once a text has been agreed, we enter into a contract with the author. The standard format is appended.
3. We shall set the agreed text for publication, which may involve minor changes for presentational purposes, in consultation with the author.
4. The set copy will be proof-read before being sent to the printers. (They print from the digital copy supplied so no further proofing is usually required.)

AVON LOCAL HISTORY & ARCHAEOLOGY: PUBLICATION AGREEMENT

1. This agreement is about a work entitled [Title] (the Booklet) by [Author] (the Author) to be published by Avon Local History & Archaeology (ALHA).
2. ALHA undertakes to publish the Booklet containing text agreed with ALHA //and attached to this Agreement//; and to take reasonable care to ensure that it is faithful to the agreed text, to place it on sale and to use reasonable endeavours to promote its distribution and awareness of its availability.
3. The copyright in the Booklet belongs to ALHA, provided that the moral rights of the Author are recognised as provided in UK copyright legislation. Subject to this provision, ALHA may reprint or republish the content or parts of the content in alternative formats or in collections with other works by the same or other authors.
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5. The Author warrants that the supplied text does not infringe copyright or other intellectual property right or defame any person whether or not named or identifiable in the text; and agrees to indemnify ALHA and its trustees against all costs, claims, actions and demands arising from such claims. The Author undertakes that the text does not substantially duplicate other published work, whether by the Author or another, and has informed alha of any submissions of the same material to other possible publishers.
6. The Author agrees to deal directly with any third party collaborating, assisting, or supplying material to the Author without involving ALHA and on such terms as shall not impair the Author's responsibilities and undertakings by virtue of this Agreement.
7. The Author shall not be liable to ALHA for any of the costs of publication or promotion by ALHA, nor entitled to any proceeds from the sale: provided that ALHA may at its discretion share large or unusual payments (e.g for film or TV or other subsidiary rights) with the Author in proportions and on terms to be agreed between the Author and ALHA .
8. In this Agreement, unless the context requires otherwise:
 - a) 'text' includes all material included or intended to be included in the booklet, including for example drawings, maps and other illustrations
 - b) 'supplied text' is the text supplied by the Author
 - c) 'agreed text' is the text agreed between the Author and ALHA for publication
 - d) References to the Author include his or her personal representatives and assigns or anyone else claiming rights through the Author

Signed Author Date

Signed for ALHA Date