

## **Terms of Reference - UPEI Internal Publication Awards**

Beginning in January 2017, the Vice-President Academic and Research will make available up to two awards per year to support the publication of manuscripts written or edited by UPEI faculty (including contract and sessional faculty). The awards of \$7,500 each will be disbursed to Island Studies Press to cover publication costs (including editing, photo and other permissions, design, printing, marketing, and other costs associated with publishing a book). Authors will be offered ISP's standard publication contract, which ensures authorial copyright and includes a royalty structure. Authors will also see their manuscript reviewed through a peer-review process.

**Eligibility:** Manuscripts that are written and/or edited by UPEI faculty are eligible. These may be single-authored results of academic research projects; textbooks; edited proceedings of a conference; or works of fiction, creative non-fiction, poetry, or drama that pertain to the author(s)' discipline.

**Reporting:** A copy of the book, along with a narrative outlining the publication process – prepared in collaboration with staff at Island Studies Press – must be submitted when the book is complete.

**Application process:** Applicants are to submit a package that includes

- Book proposal/summary (maximum of one page)
- A completed or close-to-complete manuscript; if not complete, please include a Table of Contents, and manuscript must be complete no later than three months of winning the award
- A curriculum vitae that includes your credentials as author(s)/editor(s)
- Two letters of support (e.g., from your Department Chair, Dean, professional association)

**Selection Committee:** A selection committee comprised of the Chair of the Executive Committee of the Institute of Island Studies, plus two members of the ISP Publishing Committee, will assess the proposals and make a recommendation to the VP Academic and Research. The Managing Editor of the ISP will be a member of the Committee in a non-voting capacity.

To assist in making its recommendations, the selection committee will use a single-blind peer review of the submitted manuscript. Final decisions on publication remain with the Island Studies Press and the Institute of Island Studies.

**Deadline: Monday, October 29, 2018**

Submit application package to the Office of Research Services, Kelley Building Room 200 or electronically to [researchservices@upei.ca](mailto:researchservices@upei.ca).