



# ASPP PUBLICATION GRANT GUIDELINES FOR AUTHORS

## MANDATE

The Awards to Scholarly Publications Program (ASPP) is designed to assist with the publication of books of advanced scholarship in the humanities and social sciences that make an important contribution to knowledge.

## GRANT AMOUNT

Each year, the ASPP offers up to 180 Publication Grants to support the publication of scholarly books. An ASPP Publication Grant provides \$8,000 to offset the cost of publication. Grants are approved in principle prior to publication and are paid following publication directly to the publisher.

## ELIGIBILITY CRITERIA

### Type of work

The ASPP provides grants for the publication of:

- Monographs
- Collective works
- Critical editions
- Critical bibliographies
- Reference works and documentary collections

The ASPP does not provide grants for the publication of:

- Unrevised theses
- Conference proceedings
- Scholarly journals and articles
- Textbooks
- Technical reports
- Concordances
- Memoirs and autobiographies
- Original works of poetry, fiction and drama

**Note:** The ASPP funds translations of scholarly works. Please see the ASPP Translation Grant Guidelines.

**Theses:** While unrevised theses are not eligible, a work derived from a thesis will be considered a monograph if it has undergone substantial revision in order to sharpen the focus and enliven the language of the argument.

**Collective Works:** While conference proceedings are not eligible, an edited collection of individually signed articles arising from a conference will be considered a collective work if it is the result of a collaborative effort and if substantial integration of the chapters is apparent.

Critical Editions, Bibliographies, Reference Works and Documentary Collections: These works will be considered if they include a significant analytical component that makes a contribution to scholarship. They must also contain a full scholarly and critical apparatus.

### **Language**

Only works in English or French will be considered.

### **Length of work**

The minimum length of eligible works is 40,000 words, including references.

### **Citizenship of author**

The ASPP funds works written or edited by Canadian citizens or permanent residents of Canada.

For manuscripts written by two or more authors, where individual chapters are not signed, at least half of the authors must be Canadian citizens or permanent residents of Canada.

For collective works--collections of individually-signed articles, including festschrifts--at least half the contributors and half of the principal editing team must be Canadian citizens or permanent residents of Canada.

In certain instances, authors who are not Canadian citizens or permanent residents of Canada, but whose works have a Canadian subject and are based on Canadian sources, may be eligible.

### **Applicants**

A work may be submitted either by an eligible publisher or by an eligible author. Authors do not need to have a publisher committed to publishing the work at the time of submission.

Publishers should consult the ASPP Publication Grant Guidelines for Publishers and use the appropriate application form.

### **Previous publication**

With the exception of critical editions, works containing more than 30% previously-published material are not eligible for ASPP support.

### **Publisher**

ASPP funded works must be published in Canada by ASPP approved publishers. A list of eligible publishers is available at: [www.ideas-idees.ca/aspp](http://www.ideas-idees.ca/aspp)

Non-approved publishers should contact the ASPP in advance of submitting their first application. Publisher eligibility criteria are available at: [www.ideas-idees.ca/aspp](http://www.ideas-idees.ca/aspp)

### **Format of published work**

ASPP funded works may be published in print and/or electronic formats.

## **PROCEDURE**

### **Application**

Authors should provide a completed ASPP Publication Grant Application Form for Authors, plus all items listed at the end of the form. The ASPP reserves the right to return incomplete applications.

Only typed, unmarked and complete manuscripts will be accepted by the ASPP.

### **Eligibility**

ASPP staff will make a preliminary decision about eligibility. If eligibility is not clear, the ASPP's Academic Council will make a formal ruling.

### Peer review

At least two peer reviewers, conforming to ASPP conflict-of-interest guidelines, must provide detailed reports on the work.

The ASPP will engage both peer reviewers for applications submitted by authors.

Note: The peer review process is necessarily lengthy. The ASPP cannot guarantee that its peer review will be completed within any specific time frame.

The ASPP standard for peer review is single-blind--the identity of the author can be shared with the peer reviewers, but the identities of the peer reviewers must not be shared with the author.

Peer reviewers may be chosen from within Canada or from abroad.

The ASPP's conflict-of-interest guidelines are available at: [www.ideas-idees.ca/aspp](http://www.ideas-idees.ca/aspp)

### Author response

Once the ASPP has received both peer review reports, they will be forwarded to the author. If the peer reviewer has substantial criticisms of the work, the author should address them in a serious and thorough manner.

The author should forward his or her response to the ASPP as soon as possible. If the response is not received within 6 months, the application will be closed, and may not be re-opened.

### Publications Committee assessment

Once the author's response is received, the complete application package will be forwarded to the ASPP's Publications Committee, which assesses applications for the awarding of Publication Grants. They will examine all elements of the application and score the application according to the following scale:

Score	Descriptor
<b>5.0-6.0</b>	Excellent. Strongly recommended for funding. The work is at the forefront of its field, and it will have significant impact within its discipline. The work's methodological/theoretical framework is strong. The manuscript is well-structured and well written. The work's contribution to knowledge is important.
<b>4.0-4.9</b>	Very good. Recommended for funding. The work meets all the standards for high quality within its field and makes a major contribution within its discipline. The work's methodological/theoretical framework is sound, though some parts of it might have been strengthened. The manuscript has structural integrity, and is generally well-written. The work's contribution to knowledge is of some importance.
<b>3.0-3.9</b>	Good. Recommended for funding if funds are available. The work meets most of the standards for high quality within its field, and makes a modest though interesting contribution within its discipline, but lacks distinction in at least one of the following areas: methodological/theoretical framework, structure, writing style, and/or importance.
<b>2.9 or less</b>	Not recommended for funding. The work meets some of the standards for achievement within its field, but makes only a limited contribution within its discipline, and is flawed in at least one of the following areas: methodological/theoretical framework, structure, writing style, and/or importance.

Applications will be ranked according to the Publications Committee's score and the top ranking applications will be approved. Applications scoring 2.9 or less will not be approved for funding.

The Publications Committee's deliberations, including an application's score and rank are confidential and will not be shared with an applicant or any other party.

Applications scored within a given calendar month will be ranked along with other applications scored in that month. An allotted number of applications will be approved and the others will be declined.

Note: Positive peer review reports are not a guarantee that a grant will be awarded.

### **Resubmission**

If an application is declined, it may be resubmitted after the work has been revised. An application may only be resubmitted once and it must be resubmitted within two years of being declined.

At least one of the original peer reviewers must provide a detailed report on the revised work. Typically, the peer review report on the revised work is sought from the peer reviewer who wrote the most detailed and critical report on the original work.

Note: A peer review report on the revised work that simply reiterates the generally positive comments of a previous report is not sufficient for the purposes of resubmission.

A resubmission must be accompanied by an updated ASPP Publication Grant Application Form for Authors, plus a copy of the revised manuscript.

Note: Not all works declined for funding will benefit from further revision. Resubmission does not guarantee that a grant will be awarded.

All other conditions described elsewhere in these guidelines also pertain to resubmissions.

*Only applications that were received in full on or after of April 1, 2013, are eligible for this general provision to revise and resubmit after being declined. Applications that were received on or before March 30, 2013, must have been invited to revise and resubmit.*

### **Withdrawn applications**

If an author withdraws an application at any time, he or she cannot submit the work a second time. However, an author whose work is withdrawn by a publisher has the right to continue the application in his/her own name.

### **Requesting payment**

Following publication, the publisher must complete and submit a Payment Request Form with one copy of the published work bearing the appropriate acknowledgement. Only after these materials are received will the grant be paid.

### **Lapsed grants**

If the work remains unpublished three years after approval in principle, the grant will lapse and no further application for the grant will be considered. It is the author's responsibility to see that the work is published within the prescribed time period. The ASPP assumes no responsibility for lapsed grants.

Under certain circumstances, an extension to the publication period may be granted. The author must let the ASPP know of the need for this extension before the grant lapses.

## **PRECISIONS AND RESTRICTIONS**

Copies of the work included with the application will not be returned. Do not submit original manuscripts.

Translations that are awarded an ASPP Translation Grant, worth \$12,000, may not also apply for the ASPP Publication Grant, worth \$8,000.

### **QUESTIONS**

Please direct all inquiries to:

Awards to Scholarly Publications Program  
Federation for the Humanities and Social Sciences  
(613) 238-6112, ext. 319  
[aspp-paes@ideas-idees.ca](mailto:aspp-paes@ideas-idees.ca)