



INSTITUTE OF  
LATIN AMERICAN  
STUDIES

SCHOOL OF ADVANCED STUDY  
UNIVERSITY OF LONDON

### **About the ILAS series**

The Institute of Latin American Studies' in-house series publishes edited collections and single-author manuscripts which demonstrate innovative scholarship and are a significant contribution to the field of Latin American and Caribbean studies, advancing scholarly understanding of the region to both research and public audiences. Many of our publications derive from conferences organised at or by the Institute.

The series covers a wide geographical and temporal span. In terms of subject cover, the Institute will accept manuscripts within Latin American and Caribbean studies adopting either a disciplinary or interdisciplinary approach focussed on the humanities and cognate social sciences. The Institute's in-house series is unlikely to publish works which are primarily economic, legal, or focused on language or literature.

Proposals are welcomed from both established scholars and new researchers.

### **Proposal**

The book proposal will be considered for its suitability for publication in the ILAS series by the Institute's Academic Planning Committee. The book proposal form asks you to consider the importance of your subject, the academic significance of the proposed volume, and the potential audience for your work. Along with the proposal form, you should provide a proposed table of contents, with brief abstracts for each proposed chapter. If you are proposing an edited collection, you should also provide a list of contributors, including their names and affiliations.

Please note that ILAS appreciates that elements of the manuscript may change between initial proposal and final submission; however, it is important to provide as many details as accurately as possible. Proposed changes to the submitted volume can be discussed with academic staff at the Institute.

## **Peer review**

As part of the publication proposal process, you may opt to have your publication peer-reviewed. The peer review process enables the academic quality of submitted chapters and manuscripts to be assessed to assist the editors of a publication with the decision as to the suitability of the work for publication. Reviewers provide comments on the academic quality of the chapter or manuscript, and make the following recommendations:

- Accept without amendments or with minor revisions;
- Recommend revisions to address specific concerns before reaching a final decision;
- Reject with a recommendation for resubmission;
- Reject outright.

Peer review is based on the proposal and at least two sample chapters by two reviewers.

## **Timetable**

Once your publication proposal has been considered and accepted by the Academic Planning Committee, you will be put in touch with our colleagues in the Publications department who will be able to discuss with you a realistic timeframe for submission. Our Publications Office will be able to provide support, but responsibility for delivering material ultimately lies with the author(s) and editor(s) named in the proposal form.

## **Copyright clearance and Permissions**

You are asked to note in the book proposal form whether you are planning to include any material in the publication which has previously been published elsewhere. This includes tables, graphs, and images as well as chapters based on journal articles, etc. Ultimate responsibility for securing permissions lies with the author(s) and editor(s).

## **ILAS Style Guide**

All publications for the ILAS in-house series will be produced to our house style; there is no requirement to follow the house style at proposal stage.