

2017 SAH/Mellon Author Awards Checklist

All components are to be emailed to Chris Higgins at chiggins@sah.org as PDF email attachments.

Submitted by the Author:

- Completed Author's Form
- Cover letter that describes the importance of the work
- Complete picture list or illustration program with sources, rights requested and obtained, and costs per image as a basis for the amount requested in the grant. Only actual costs of obtaining images and rights will be considered. Associated costs such as travel, postage, etc. will not be considered.
- Detailed budget for the book
- Partial manuscript, including table of contents, introduction, and one or two sample chapters
- Sample photocopies of images (up to twenty)
- Sample bibliography (five pages minimum; a full bibliography is preferred)
- Author's curriculum vitae
- Proof and year of PhD and current professional standing
- Details about the manuscript, including
 - total number of words
 - number of words in the text only
 - number of words in notes, appendices, back matter, etc.
- Author's dated response to anonymous readers' reports (see below for more information)

Prepared and Submitted by the Publisher:

- Completed Publisher's Form
- Two or more reader's reports (see below)

A Note about Reader's Reports

The author requests the publisher to submit two or more detailed peer reviews of the manuscript that provide substantive, analytical evaluations of the manuscript, addressing its originality, the significance of the scholarly contribution, and the quality of the research and prose. Reader's reports must be written by authorities on the material of the book. The author should respond to anonymous versions of these reports, clarifying how readers' responses are incorporated into the manuscript.

Reader's reports should be submitted by the publisher and should be anonymous to the author but signed and dated for the benefit of the jury (to be kept confidential), and they should not be more than three years old. The jury does not admit reports written by the author's dissertation adviser or other interested parties, such as a series editor.

Contact

Questions? Contact SAH Program Coordinator Chris Higgins at chiggins@sah.org or 312.573.1365.