

Book Manuscript Workshop

- **Purpose:** To transform a nearly complete manuscript into a top-tier publishable book by addressing major issues early.
- **Timeline:** Schedule the workshop well in advance of tenure deadlines, usually when a full draft is ready.

All CLA faculty, regardless of seniority, are eligible to apply for a \$3000 Book Manuscript Workshop award. Additional expenses must come from the applicant's start-up or research funds, or with support from their department. Assistant Professors will receive priority consideration.

When applying, applicants should consider carefully their anticipated writing schedule. The CLA Dean's office will work with each awardee to schedule their workshop, based on a realistic due date for a complete draft of the book manuscript, which will be sent to participants at least one month prior to the workshop date.

Each workshop convenes two senior scholars external to UMB whose work is relevant to the subject of the book in question. The faculty member whose project is the focus of the workshop will select each participant (with support from their department chair and/or mentors). In addition to external scholars, the faculty member may choose to invite an acquisitions editor from a major scholarly press and/or a select group of local faculty from UMass Boston to participate.

The full-day workshop begins with presentations from the invited guests, each of whom will be asked to make a formal presentation of their thoughts on the strengths of the draft and areas for further development. The author responds, and an open discussion with the group follows, continuing over a working lunch.

In the afternoon, the invited scholars and faculty member, along with others from the department, will host a scholarly presentation and discussion of the relevant topic, open to the participant's department and larger CLA community.

Allowable costs include honoraria for outside readers, honorarium for one graduate student note taker, travel expenses, meals, or other necessary costs directly related to the event. Applicants are encouraged to invite at least one reviewer from the greater Boston community.

Grant winners will be asked to present their book project at a future CLA event.

Proposal Requirements and Selection Criteria

Authors and their projects will be selected based on the potential significance of the finished work to the field in question, and the potential impact of the work on the author's

career. The applicant's academic accomplishments will also be considered. Workshop proposals should be sent to cla.dean@umb.edu and must include the following components:

1. A one- to two-page summary of the project in development, including an annotated table of contents that clarifies the trajectory of the argument and how each chapter contributes to it.
 1. Applicants should indicate the status of the writing of each chapter or section and include a schedule for completion of the full draft manuscript.
 2. Applicants should also include a statement indicating whether the work is under contract with a publisher, a list of publishers who have expressed interest, or a list of publishers the applicant feels would be ideal for the project, but who have not yet been approached.
2. A half- to one-page narrative explaining why and how this opportunity will be important to the process of completing the work. If appropriate, applicants should include a brief statement specifying their tenure and/or promotion timelines in this narrative.
3. A list of prospective scholar invitees to the workshop. Please note this list is intended to give the review committee a sense of the proposed workshop and will not be considered final. Applicants should not make advance commitments to anyone on their list beyond confirming the general interest of the prospective participant, if this is deemed necessary. Applicants should be sure to include more than one scholar in each category.
4. A letter of support from the applicant's department chair
5. A firm date for completion of the book manuscript.
6. A current curriculum vitae.
7. A proposed date of workshop and itemized budget.