



# ASPP TRANSLATION GRANT GUIDELINES

## FOR PUBLISHERS

### 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 five Translation Grants to support translations of scholarly books. An ASPP Translation Grant provides \$12,000 to offset the cost of translation and publication. Grants are approved in principle prior to publication of the translation and are paid following publication directly to the publisher.

### DEADLINES

The ASPP's Academic Council meets twice a year to make decisions on the awarding of Translation Grants, typically in February and August.

Deadlines for publishers providing two peer review reports:

- January 15 to be included in the February meeting; or
- July 15 to be included in the August meeting.

If these dates fall on a weekend, the deadline will be the following business day.

There are no deadlines for publishers providing only one peer review report. These applications will be considered at the Academic Council meeting following the completion of the peer review and receipt of the author's response to the peer review reports.

### ELIGIBILITY CRITERIA

#### Type of work

The ASPP provides grants for the translation of:

- Monographs
- Collective works

The ASPP does not provide grants for the translation of:

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

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

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.

### **Language of original work**

The original work must be in English, French or a Canadian Aboriginal language.

### **Language of translation**

The original work must be translated into English, French or a Canadian Aboriginal language.

Note: The ASPP does not provide translation grants for works to be translated from one Canadian Aboriginal language to another Canadian Aboriginal language.

### **Length of work**

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

### **Citizenship of author**

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

For works 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.

### **Applicants**

A work may be submitted either by an eligible Canadian publisher or by an eligible author. Authors must have a publisher committed to publishing the translation at the time of submission.

Authors should consult the ASPP Translation Grant Guidelines for Authors and use the appropriate application form.

### **Publication of original work**

The work must be already published or be forthcoming in its original language, in print and/or electronic formats, at the time of the application for a translation grant.

### **Previous publication**

If more than 30% of a work has been previously published in the language of translation, it is ineligible. Retranslations of previously translated works are not eligible.

### **Publisher**

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

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

### **Format of published translation**

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

## **PROCEDURE**

### **Application**

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

In cases where the original work has not yet been published, only typed, unmarked and complete copies of the original unpublished work will be accepted by the ASPP.

In cases where the original work is in a Canadian Aboriginal language, the publisher must provide a representative portion of the work translated into English or French.

### **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 original work that note the importance of making it available in the language of translation. The purpose of peer reviewing works prior to translation is not to identify revisions, but to assess the importance of the work in the language of translation.

The publisher must provide at least one of the two peer review reports with the application. The publisher can provide both peer review reports, if they wish. Otherwise, the ASPP will engage the second peer reviewer.

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

In cases where the original work is in a Canadian Aboriginal language, the publisher must provide two peer review reports and the author's response with the application.

Whether the publisher provides one or more reports, all peer review reports collected by the publisher must be included in the application. If it is discovered that the publisher has in its possession peer review reports that were not included in the application, all consideration of that application will cease immediately.

Note: The inclusion of a negative report in an application is not necessarily to the detriment of the work if the author's response addresses the reviewer's criticisms in a serious and thorough manner.

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 review reports must be in English or in French. Peer reviewers may be chosen from within Canada or from abroad.

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

A suggested template for the peer reviewers' reports is available at: [www.federationhss.ca/aspp](http://www.federationhss.ca/aspp)

### **Author response**

In cases where the ASPP has obtained one of the peer review reports, it will be forwarded to the publisher after it is received. The publisher will convey the report to the author for his/her response. If the peer reviewer has substantial criticisms of the work, the author should defend the original work in his/her response.

The publisher should forward the author's 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.

### **Academic Council approval**

Once the author's response is received, the complete application package will be forwarded to the ASPP's Academic Council, which meets twice a year to make decisions on the awarding of Translation Grants. They will examine all elements of the application and recommend one of the following:

- a) This work should be awarded an ASPP grant, in which case it will be approved in principle;
- b) This work should not be awarded an ASPP grant, in which case it may not be resubmitted;
- c) Another peer review report is required before making a recommendation, in which case a third peer reviewer will be engaged and the author will be asked to respond before sending the application back to the Academic Council.

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

### **Withdrawn applications**

If a publisher withdraws an application at any time, they 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 translation bearing the appropriate acknowledgement. Only after these materials are received will the grant be paid.

**Lapsed grants**

If the translation remains unpublished three years after approval, the grant will lapse and no further application for the grant will be considered. It is the publisher's responsibility to see that the translation 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 publisher must let the ASPP know of the need for this extension before the grant lapses.

**PRECISIONS AND RESTRICTIONS**

Translations that meet the criteria outlined above are eligible to receive ASPP translation funds, regardless of whether the original work received ASPP funds.

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

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

## 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@federationhss.ca](mailto:aspp-paes@federationhss.ca)