Scholarly Book Awards (ASPP)

Publication Grant Guidelines and Application Form for Publishers

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# A – Guidelines

## 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 and Application Form.

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.

Finally, for works involving Indigenous research, eligibility will be determined in the context of the Guidelines for the Merit Review of Indigenous Research by SSHRC.

### 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.

Authors should consult the ASPP Publication Grant Guidelines and Application Form for Authors 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.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 work

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

### Open Access supplemental Grants

Applicants have the option of applying to Open Access supplemental grant is they are planning to publish their work in Open access. ASPP Publication Grant applicants will have the option of applying to one or both of the supplemental grants – but can only be awarded one.

|  |  |  |
| --- | --- | --- |
| Grant | Value | Requirements |
|
| OA book | $ 8,000 | Books must be available in Open Access either immediately upon publication or with a maximum 12-month embargo period. |
| OA chapter(s) | $ 2,000 | All of the following must be available in Open Access either immediately upon publication or with a maximum 12-month embargo period: (i) table of contents; (ii) acknowledgments; (iii) introduction or first chapter. |

***Detailed requirements and specifications about the Open Access supplemental grants will be available in June 2023.***

## Procedure

### Application

Publishers should provide a completed ASPP Publication Grant Guidelines and Application Form for Publishers, 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.

All ASPP applicants are required to comply with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2, 2022), and, in particular, [Chapter 9: Research Involving the First Nations, Inuit and Métis peoples of Canada](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html)[[1]](#footnote-1).

### Peer review

At least two peer reviewers, conforming to ASPP conflict-of-interest guidelines (Annex I), must provide detailed reports on the work. You can find more information about the peer review in Annex II.

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.

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 in Annex I.

A suggested template for the peer reviewers’ reports is available in Annex II.

### 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 address them in a serious and thorough manner.

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.

### 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** |
| **5.0-6.0** | 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.  The work expertly addresses issues related to equity, diversity, inclusion, and decolonization, as applicable. |
| **4.0-4.9** | 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.  The work appropriately addresses considerations related to equity, diversity, inclusion, and decolonization, as applicable. |
| **3.0-3.9** | 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.  The work addresses some considerations related to equity, diversity, inclusion, and decolonization but lacks distinction given recent developments in its discipline, as applicable. |
| **2.9 or less** | 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. The work does not appropriately address considerations related to equity, diversity, inclusion, and decolonization, as applicable. |

Applications will be ranked according to the Publications Committee's score and the top ranking applications be 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.

### Indigenous research considerations

For applications including Indigenous research, the ASPP will ensure that the peer review and merit review will include assessors, either Indigenous or non-Indigenous, that have experience and expertise in Indigenous research.

The Social Sciences and Research Council (SSHRC) defines ‘Indigenous research’ as: “Research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. Indigenous research can embrace the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment.”

### 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.

In cases where the ASPP has obtained one of the peer review reports, the publisher should contact the ASPP to discuss which peer reviewer should provide a report on the revised work. If it is decided that the peer reviewer engaged by the ASPP should provide the report on the revised work, the ASPP will obtain the report.

If, for any reason, it is not possible to obtain a report on the revised work from one of the original peer reviewers, the publisher should contact the ASPP to discuss other options.

A resubmission must be accompanied by the author's response to the peer review report on the revised work and an updated ASPP Publication Grant Application Form for Publishers, plus all items listed at the end of the form.

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.

### Withdrawn applications

If an publisher 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 publisher’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 publisher 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 $30,000, 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. 322

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

# B – Application Form

Please read the guidelines above carefully before completing this form.

Please type in the following information:

## Publisher

1. Publisher name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Website: Click or tap here to enter text.

1. Contact person name (official legal name): Click or tap here to enter text.

Contact person preferred name (if different from above): Click or tap here to enter text.

Pronouns: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

## Author(s)

Please include the name and information of the author(s). If there are more than four authors and you need an application form with additional space, please contact [aspp-paes@federationhss.ca](mailto:aspp-paes@federationhss.ca).

#### Author 1

1. Name (official legal name): Click or tap here to enter text.

Name (preferred, if different from above): Click or tap here to enter text.

Pronouns: Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

#### Author 2

1. Name (official legal name): Click or tap here to enter text.

Name (preferred, if different from above): Click or tap here to enter text.

Pronouns: Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

#### Author 3

1. Name (official legal name): Click or tap here to enter text.

Name (preferred, if different from above): Click or tap here to enter text.

Pronouns: Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

#### Author 4

1. Name (official legal name): Click or tap here to enter text.

Name (preferred, if different from above): Click or tap here to enter text.

Pronouns: Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

## Work

1. Title of work: Click or tap here to enter text.
2. Number of words, including references: Click or tap here to enter text.
3. Is this work the result of research funding from:

Social Sciences and Humanities Research Council of Canada (SSHRC)?

Yes

No

Another funding source?

Yes; please specify Click or tap here to enter text.

No

1. Which discipline(s) does the work fall into?

Anthropology

Archaeology

Art History

Asia-Pacific Studies

Business Management

Classical Studies

Communication

Criminology

Cultural Studies

Economics

Education

English Literature

English Literature (Canadian and Post-Colonial)

Film and Theatre Studies

French Literature

French-Canadian Literature

Gender Studies

Geography

Germanic Studies

Hispanic Studies

History

History (Canadian: Pre-Confederation)

History (Canadian: Post-Confederation)

Indigenous Studies

Italian Studies

Law

Linguistics

Music

Philosophy

Political Economy

Political Science

Psychology

Public Administration

Religious Studies

Slavic Studies

Social Work

Sociology

1. To what audience is this work addressed?

Click or tap here to enter text.

1. Describe generally the aim, scope, content and methodology of the work (250 words maximum).

Click or tap here to enter text.

1. Does this work include Indigenous Research? ***Please refer to the definition of Indigenous research in the guidelines above before you make your selection.***

Yes

No

## Open Access supplemental grants

1. Will this book be published in Open Access?

Yes

No

To be determined

1. If you selected ‘Yes’ or ‘To be determined’, do you wish to apply to the Open Access supplemental grants? ***Please refer to the requirements in the guidelines above.***

Yes, the supplemental Open Access book grant (see requirements)

Yes, the supplemental Open Access chapter(s) grant (see requirements)

Yes, both the supplemental Open Access book grant and the supplemental Open Access chapter(s) grant (see requirements); I understand that I can only be awarded one of the two

No

## Previous publication

1. Has this work or any part of it been published before, in the same or a somewhat different form? If so, please specify, and indicate where and when it was published.

Click or tap here to enter text.

1. Please give an estimate of the total number of words of this work that have been previously published.

Click or tap here to enter text.

## If this work is derived from a thesis

1. Describe the nature and extent of the changes which have been made. Unrevised theses are not eligible for ASPP funding.

Click or tap here to enter text.

1. Give the name of the thesis director and of all internal and external examiners:

Click or tap here to enter text.

1. Indicate where and when the thesis was defended:

Click or tap here to enter text.

## If this is a collective work

1. Provide the names, academic affiliation (if any), and citizenship of all contributors:

Click or tap here to enter text.

1. Explain how the work constitutes the result of a collaborative effort, and describe the substantive integration of chapters. Unrevised conference proceedings are not eligible for ASPP funding.

Click or tap here to enter text.

## If this is a critical edition, bibliography, reference work or documentary collection

1. Describe the analytical component of the work and the contribution it makes to scholarship. Critical editions, bibliographies, reference works or documentary collections that do not have an analytical component are not eligible for ASPP funding.

Click or tap here to enter text.

## If this is a resubmission

1. Provide the month and year the original application was submitted to the ASPP

Click or tap here to enter text.

1. List the major revisions made to the work since the original application:

Click or tap here to enter text.

## Peer Review

1. Name and Name and institutional affiliation of peer reviewer(s) engaged by the publisher

A1 (required) Click or tap here to enter text.

A2 (if applicable) Click or tap here to enter text.

A3 (if applicable) Click or tap here to enter text.

1. If the publisher has provided only one peer reviewer report, please provide the names and institutional affiliations of at least five (5) potential peer reviewers who conform to the ASPP’s conflict of interest guidelines. These names may be gathered from the author.
2. If the publisher has provided only one peer reviewer report, please indicate the names and institutional affiliations of any individuals who should not peer review the work due to theoretical, methodological or personal differences with the author. These names may be gathered from the author.

## How to submit your application

#### **For an original application**

If the publisher has provided two peer review reports, provide these portions of the manuscript in PDF:

Table of contents

Acknowledgments (if applicable)

Introduction or first chapter

Conclusion (if applicable)

Bibliography

Report(s) by the peer reviewer(s) engaged by the publisher

Author’s response to the publisher’s peer review report(s)

If the publisher has provided only one peer review report, you must additionally provide one (1) PDF copy of the complete manuscript

#### **For a resubmission**

If the publisher has provided the peer review report on the revised work, provide these portions of the manuscript in PDF:

Table of contents

Acknowledgments (if applicable)

Introduction or first chapter

Conclusion (if applicable)

Bibliography

Report(s) by the peer reviewer(s) engaged by the publisher

Author’s response to the publisher’s peer review report(s)

If the ASPP will obtain the peer review report on the revised work, you must additionally provide one (1) PDF copy of the complete manuscript

Email the application and PDF attachments to

Awards to Scholarly Publications Program

Federation for the Humanities and Social Sciences

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

# Annex I: ASPP Conflict of Interest Guidelines

A peer reviewer is said to be in conflict of interest if one or more of the following circumstances apply:

* if the peer reviewer has submitted letters of reference for the author of the work he or she has been asked to review;
* if the peer reviewer has been thanked in the acknowledgements of the work;
* if the peer reviewer was a member of the author's supervisory committee or was the author's doctoral or postdoctoral supervisor;
* if the peer reviewer is collaborating or has collaborated with the author on a project within the past five years (some large-scale projects exempt);
* if the peer reviewer and the author are members of the same post-secondary institution or are otherwise located at the same place of employment;
* if the peer reviewer and the author have or have had an intimate or personal (e.g., immediate family) relationship or have a business relationship. Applicants should contact the ASPP for clarification if there is any question about possible conflicts.

# Annex II: ASPP Peer Review Report

You have accepted a very important task. You have agreed to review a work in your field of expertise to help the Publications Committee of the Awards to Scholarly Publications Program (ASPP) determine whether an ASPP grant should assist its publication. Your detailed and frank report is critical to the ASPP's process.

## Notes

The Publications Committee examines the peer review reports, the author's response and excerpts of the work in order to decide on a funding recommendation for the work. When a work is approved for a grant, it is on condition that the work will be published by an eligible Canadian publisher and will be copy edited before publication. In some cases, the Publications Committee will invite resubmission from an author after appropriate revision.

## Confidentiality

Your identity as a reviewer is strictly confidential. Your report will be sent to the author anonymously. If the application has been submitted by a publisher, the ASPP will share your identity with the publisher in strict confidence.

## Report for monographs and collective works

Please answer, in detail, the following questions:

1. Are the objectives of the work clear?
2. Is the scholarship sound? Is the author thoroughly acquainted with the literature on the subject?
3. To what audience is the work directed?
4. Do you have any suggestions for the improvement of the work, relating to style, inaccuracies, omissions, or any other points, either substantive or editorial?
5. Is the presentation of the work (grammar, inclusion of notes and bibliography, accuracy of notes, and citations, etc...) of professional standard? Is the work readable? Would this work benefit by being shortened or lengthened? If so, please suggest what might be condensed or expanded.
6. How important is it that this work be published, in light of the scholarship available? Is the work:
   1. A serious advance in state-of-the-art research?
   2. A major contribution to research?
   3. A contribution which, while modest, is interesting, and which can be recommended for publication?
   4. A very modest and limited contribution which can be recommended for publication?
   5. No contribution to the field; not recommended for publication?
7. Is the work acceptable for publication?
   1. Yes
   2. No
   3. Not in its present form but a revised work may be publishable (in this case, please indicate the nature of the revisions required)

## REPORT FOR CRITICAL EDITIONS

Please answer, in detail, the following questions:

1. Is the publication of this critical edition justified in terms of such criteria as the significance, availability, and textual complexity of the work(s) upon which it is centered?
2. Towards what audience is the edition directed?
3. Has the copytext, if there is one, been well chosen and emended in the light of the stated editorial principles and rationale? Are the authoritative versions of the work identified? Is the detailed description of the history of the composition, printing and publication of the work provided?
4. Are the editorial principles clearly stated, coherent, and appropriate? Is a sufficiently detailed rationale for the principles provided? Are the editorial notes (and appendix(ces), if any) accurate and complete? Is the introductory material (preface, introduction) adequate? Is the scholarship sound?
5. Is the presentation of the work (grammar, inclusion of notes and bibliography, accuracy of notes, and citations, etc) of professional standard? Would this work benefit by being shortened or lengthened? If so, please suggest what might be condensed or expanded.
6. Critical editions funded by the ASPP must contain a significant analytical component. How does this critical edition make an original contribution to knowledge?
7. Do you have any suggestions for the improvement of any portion or aspect of the edition - for example, omissions, inaccuracies, substantive or stylistic shortcomings that should be rectified?
8. How important is it that this edition be published, in light of existing editions and scholarship? Is this edition:
   1. A significant contribution to research?
   2. A major contribution to research?
   3. A contribution which, while modest, is interesting, and which can be recommended for publication?
   4. A very modest and limited contribution which can be recommended for publication?
   5. No contribution to the field; not recommended for publication?
9. Is the work acceptable for publication?
   1. Yes
   2. No
   3. Not in its present form but a revised work may be publishable (in this case, please indicate the nature of the revisions required)

1. Government of Canada Panel on Research Ethics, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* – TCPS 2 (2022), *Chapter 9: Research Involving the First Nations, Inuit and Métis peoples of Canada*, available through the following link: <https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html> [↑](#footnote-ref-1)