

Royal BC Museum Publishing

Submission Guidelines

The Royal BC Museum began publishing books, reports and pamphlets in 1891 when the museum's first curator John Fannin published *Check List of British Columbia Birds*. Since then our publications have contributed greatly to the public knowledge of British Columbia and the world in general.

The objective of the Royal BC Museum's publishing program is to produce high-quality non-fiction literature about the human and natural history of British Columbia and about the museum's collections and activities. We publish in two general formats:

Popular and semi-popular publications intended to increase the general public's knowledge and stimulate interest about Royal BC Museum collections, research, programs and other activities.

Scholarly and technical publications by Royal BC Museum staff and associates showing the results of original research on our collection or describing the procedures and techniques used in the production of exhibitions, programs and other activities.

Prior to submitting your proposal, please review our [current catalogue](#) to ensure your subject matter fits within our publishing program. We do not accept complete manuscript submissions.

Submissions must include the following information:

- Working title and author's name.
- Brief description of the manuscript.
- Outline of the complete manuscript; a list of contents (with brief descriptions, if necessary).
- A sample of the manuscript (the introduction, perhaps, or part of it), five to ten per cent of the complete work. Format in letter-size pages with margins of at least 2 cm, Times Roman 12pt font (regular), double-spaced. If sent as a printed copy, print on one side only.
- Estimated word count of the manuscript.
- The intended audience; who are you writing this for?
- Justification; does the manuscript contain information not readily available elsewhere?
- Expected completion date, or how long it will take you to complete the manuscript.
- The number of illustrations, charts, graphs, photos (b&w, colour). What format(s) are they in? Describe them or provide samples. Are they essential or optional? Will they be complete when the manuscript is ready or will they require further work?

Proposals can be sent to publishing@royalbcmuseum.bc.ca or

Publishing

Royal BC Museum
675 Belleville Street
Victoria, BC, Canada V8W 9W2

Print submissions will not be returned unless requested and where a self-addressed envelope bearing sufficient return Canadian postage is provided. Electronic submissions must be formatted as Microsoft Word documents (.doc or .docx); use of alternate file formats is not acceptable and authors will be required to resubmit.

The Royal BC Museum aims to respond to all submissions within six months; we appreciate your patience.