

**Royal BC Museum Books**  
**Proposal Guidelines**  
**Last updated October 11, 2022**

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 Royal BC Museum book program seeks to produce high-quality popular and semi-popular non-fiction publications that expand understanding of human and natural history relevant to British Columbia, or that stimulate interest in museum and archive collections and research. We are particularly interested in works that incorporate the perspectives of under-represented groups.

We also occasionally produce exhibition catalogues or companions, as well as scholarly and technical publications by Royal BC Museum staff and associates showing the results of original research in our collections.

Before submitting a proposal, please review [our current catalogue](#), in particular our most recent and featured titles, to ensure your subject matter fits within our publishing program. We do not accept complete manuscript submissions. Your manuscript will be evaluated based on the criteria listed at the end of this document.

Include the following information in your proposal:

**1. The basics**

- Working title.
- Name of author(s) and other contributors (e.g., photographer, illustrator, foreword).
- Estimated word count.
- Anticipated completion date.

**2. Your team**

- Brief biographies of contributors, including their qualifications to write the proposed book; previously published work; links to blogs or social media presences; and, if relevant, relationships with Indigenous communities, other cultural communities, or museums and archives in BC or Canada.
  - In accordance with the Province of British Columbia's commitments under the Declaration on the Rights of Indigenous Peoples Act, and pursuant to Section 42 of the BC Human Rights Code, we encourage submissions from authors from groups who are historically under-represented in book publishing, including Indigenous people, people with disabilities, people of marginalized genders, people who are 2SLGBTQI+ or those who identify as Black or people of colour. Creators may self-identify in their proposal if they wish to have these factors considered.
- Existing support, sponsorship or collaboration, if any, from within the museum.
- Other support that you have received, expect to receive or have received commitments for, such as grants, partnerships or commitments from government agencies.
- Information about expert or community contributors, collaborators and other stakeholders: Who will be contributing information to the manuscript? How will the manuscript be reviewed? Who, if anyone, will be reviewing it for scientific accuracy and cultural sensitivity? If relevant, How will expert and community

consultation be incorporated? (These are all steps that should be done before the manuscript is submitted.)

### 3. Your book

- A brief description of the manuscript.
- The number of illustrations, charts, graphs, photos (greyscale, 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? Note that it is the responsibility of the author(s) to obtain relevant permissions for all images and quotations used in their book.
  - If you will require images from the Royal BC Museum's collections or archives, describe approximately how many you plan to use, and their status. Have you located all of them? Are they available digitally, or will they need to be scanned? Will you require access to the collections or assistance from staff to acquire the images? (While we do waive reproduction fees for images used in Royal BC Museum books, the use of images still requires clearance.)
- Outline of the complete manuscript, or a list of contents (with brief descriptions, if necessary).
- A sample of the manuscript (all or a part of the introduction, for example) that is no more than 10 pages or 2,500 words.

### 4. Your market

- List at least three titles similar or related to your book, with commentary on how your book will be similar or different to each.
- Provide information about your plans to promote the book, which may include the following:
  - People who may be willing to endorse the book.
  - Venues where you may be able to speak.
  - Outlets that may be willing to review the book.
  - Journalists or podcasters who may be willing to interview you.
  - Conferences, events, etc. where you may be able to promote your book.
  - Professional networks where you may be able to promote your book.
  - Social media, blogs, mailing lists, podcasts or other platforms where you could promote your book.

Send proposals to [publishing@royalbcmuseum.bc.ca](mailto:publishing@royalbcmuseum.bc.ca) or by mail to

Royal BC Museum  
Attn: Publishing  
675 Belleville Street  
Victoria, BC V8W 9W2

Proposals should be provided as a single document. We prefer PDF submissions by email, with a running footer containing your name, the proposal title and page numbers. Hard-copy proposals submitted by mail are also accepted but will not be returned.

## Evaluation Criteria

### Strategic factors:

- How well does the proposed book tie to the mission of the Royal BC Museum?
- Is there a connection to research being done at museums and archives in Canada?
- Will the book promote awareness and understanding of museum collections and archives?
- Will the book contribute to the knowledge and understanding of BC's natural history or human history among the public, educators or researchers?
- Will the book contribute to the Royal BC Museum's standing as a centre for research and education?
- Will the book support other programs at the Royal BC Museum or other museums and archives in BC?

### Marketability:

- Will the book appeal to the target audience? Will they recognize the topic?
- How large is the target audience?
- What is the reputation of the author, other contributors or the partners?
- How well will the author be able to promote the book?

### Equity, inclusion, diversity, accessibility and UNDRIP implementation:

- How will members of communities covered in the book be involved in manuscript development (e.g., as interviewees, contributors, co-authors, reviewers)?
- Will the book help the museum fulfil its obligations under UNDRIP?
- Do the authors or other proposed contributors represent perspectives that have been under-represented in either Royal BC Museum books, or in publications about BC human and natural history more generally?
- Do the authors or other proposed contributors include any individuals who have self-identified as Black, Indigenous or people of colour?
- Do the authors or other proposed contributors include any individuals who have self-identified as 2SLGBTQI+, are of marginalized genders, or are disabled or neurodivergent?