

Mission statement

The OHS Press has been established by the Organ Historical Society for the advancement and dissemination of scholarship about the organ in America: the instrument, its music, literature, cultural contexts, and performance.

The book proposal process

- The OHS Press welcomes proposals that reflect its mission. Potential authors should submit a completed Book Proposal Form (see next page) and the requisite supporting materials to Rollin Smith, Director of Publications, at publications@organhistoricalsociety.org. We ask that the proposal be submitted electronically.
- In consultation with the Director of Publications (DOP), the Publications Advisory Committee (PAC) will consider the proposal. If the OHS Press wishes to pursue the work further, we will request an electronic copy of the full manuscript as a Word document.
- Two or more blind readers will peer review the manuscript, with comments distributed to the DOP, the PAC, and the author. The author will respond in writing with a strategy to address the readers' suggestions.
- Should the Press remain interested in publication at this stage, the author will submit a revised manuscript. In consultation with the PAC, the DOP may recommend further revisions.
- *Please bear in mind that neither the acceptance of the proposal nor the ensuing manuscript review process guarantees a final favorable decision concerning publication.* The final decision lies with the OHS Executive Board, to which the DOP and PAC act in an advisory capacity.
- A manuscript accepted for publication will be subject to final editing, either by the DOP or an assigned editor, in consultation with the author. Following acceptance for publication, a contract will be issued to the author and the manuscript will proceed to publication according to the terms of the contract.

ORGAN HISTORICAL SOCIETY PRESS Guidelines for Publication Proposals

Proposals for OHS Press publication of book-length manuscripts must be submitted to the Director of Publications for review. Each proposal must include the following documents:

1. Completed information form (see below).
2. Author's Curriculum Vitae, including academic background, publications, list of qualifications particularly related to the proposed publication.
3. Rationale, stating the significance of the topic, and comparing the proposed book with other works on the same topic.
4. Annotated Table of Contents, with list of subtitles and/or brief descriptions of each chapter or section.
5. A representative section of the manuscript (20 to 30 double-spaced pages).

Organ Historical Society Press Information Form

Author's name: _____

Address: _____

Phone: _____ e-mail: _____

Title of proposed publication: _____

Alternative titles: _____

Estimated length of manuscript: _____

Present status of the project:

Projected schedule for completion:

Plan for obtaining permissions for use of restricted material:

Following approval of a publication proposal, the complete manuscript should then be submitted to the Director of Publications in printed form, double-spaced, with a duplicate copy on floppy disk or CD.