



BOOK PROPOSAL GUIDE

The following list of details is intended as a guide both to the points which the author(s) should consider when planning a book and to the information which we need in order to evaluate a new book proposal.

RATIONALE

This should be a brief description of objectives and include the following:

- **Readership:** For whom is the book intended? What would be the main market? Lay readership? Overseas potential?
- **Level:** What level of ability is assumed of the reader? To what level does the book take the reader?
- **Courses:** Is the book intended as a main text, supplementary text, reference only, general trade book? On which taught courses would you hope to see it recommended as any of these?
- **Existing books in the area:** Which are closest to this and how does this compare?
- **Coverage and organization:** Description and reasons for this particular approach.
- **Background:** Was this plan developed from teaching/research/other? If based on your own courses please specify.
- **Features:** What aspects of this proposal would you emphasize as being of most importance? Deliberate omissions? Any other features you would like taken into account.

OUTLINE

Provisional list of contents and working title. Chapter headings and sub headings, plus brief chapter synopsis.

- **Length:** Estimated length overall, often best arrived at by assigning lengths to each chapter. Total word length.
- **Illustrations:** Estimated number of line diagrams. Other types of illustration? Mathematical content? Teaching aids?

AUTHOR(S)

Please make sure we have correct details of full name, position, address, telephone. Brief details of other posts, degrees, relevant qualifications. Publications - if books, please specify. Nationality.

REFEREES

Names and addresses (and e-mail address, if known) of several people whom you would regard as suitably qualified to comment on the proposal.

TIMETABLE

Are any chapters available in draft form? What would you regard as a realistic date for completion of the entire manuscript?