



## **BOOK PROPOSAL FORM**

*This information is important for us before starting a discussion about your proposed book. Please complete the document in as much detail as possible, using separate sheets where necessary.*

### **I AUTHOR(S)/ EDITOR(S)**

1. Name(s) and Full Postal Address(es) of the Author(s)/Editor(s)
2. Telephone Number(s)
3. Fax Number(s)
4. Email Address(es)
5. Brief note about the Author(s)/Editor(s) (including previous publications)

Book Title:

Subtitle:

### **II DETAILS**

Please let us have the details requested below on separate sheets if necessary.

1. **Brief Synopsis:** (500–800 words) which will be a statement of aims outlining the rationale behind the book.
  - i. What is your book about?
  - ii. What are its main themes and objectives?

- iii. How is your book different from or more innovative or better than existing books?
- iv. What are the recent competing books in the area?

- 2. A detailed synopsis:
  - i. Please list working chapter titles and a paragraph explanation of what is covered in each chapter.
  - ii. One or two sample chapters.
  - iii. How many tables, maps, figures, photographs if any?
  - iv. Has permission been taken for use of copyrighted material? The Publishers will not do so on your behalf nor finance the fee if any.
  - v. How many thousand words in length is the book? It should preferably be within 90,000 words, or 100,000 words at the outside. Authors will be expected to prune their manuscripts if the word limit is exceeded.
  - vi. When will the complete manuscript be ready for submission?
  - vii. Are you planning to submit it to more than one publisher at the same time?
- 3. Please see below for **additional** information necessary for edited volumes.

### III MARKET

- 1. Please indicate (on a separate sheet) the main readership for your book.

--Who will read your book?

--Is it intended for a student audience, undergraduate or postgraduate, and the course/paper and level at which your book is aimed.

--Will the subject have international appeal, and if so, why?

#### A. RESEARCH REPORTS

If yours is a research report, please let us know:

1. For whom the research was undertaken:
2. The year in which the research was initiated:
3. The year in which the primary research was completed:
4. The date on which the report was submitted:

#### B. DOCTORAL DISSERTATIONS

If yours is a thesis, please let us know:

1. The name of the University where the thesis was submitted:
2. The year in which you enrolled for your thesis:
3. The year in which you submitted your thesis:
4. The year in which you were awarded your doctorate:
5. Have you revised your thesis and converted it into book form? If so, when:

#### C. EDITED VOLUMES

If yours is an edited collection, please let us know:

1. Is it based on a Seminar/Workshop/Conference?
2. If so, when was the event held?
3. Who sponsored it?
4. Have all papers presented at the event been included or has there been a selection process? Please include
5. Have the papers been suitably revised and updated for publication?
6. If so, when?
7. Have the Editor(s) provided a proper introduction to the volume?
8. Have any of the essays in the volume been published elsewhere?
9. If so, please provide full details of where and when:

10. In the case of essays published elsewhere, has written permission been obtained from the copyright-holder/author in each case?
11. In all other cases, has written permission been obtained from the authors of the essays to include their papers in your volume?



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