



MAILING ADDRESS

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Publication Proposal

We would be pleased to consider your proposal. This form provides us with the information necessary to make an initial appraisal of your publication project. If we decide that it is a possibility for the list, we will request a copy of the full manuscript for peer review. If the complete manuscript is not available, at least three sample chapters and a detailed breakdown of the rest of the book will be required.

As a matter of policy, we do not consider proposals under review by other publishers.

Date proposal submitted:

Proposed Title (and subtitle, if any) of your book (subject to change for marketing reasons). Books differ from journal articles; please keep in mind that we prefer titles that are short, explicit about content, and descriptive [the main title will be used to define the book's subject area by booksellers and librarians, and is important for metadata for online sales]:

Your name (as it is to appear on the book):

Preferred Pronouns:

Full contact details (correspondence address, phone, fax and email):

ORCID number:

Nationality [UK authors who live in the U.S. and Canada are paid royalties through the US office, and we are required by law to have W-9 forms and W-8BEN forms on file]:

Your background in brief (education, academic qualifications and affiliations, other books you have written):

Please also provide a copy of your short curriculum vitae (one-two pages).

What courses do you teach? (Give course name, and number of students)

Description of your book (c. 250 words):

This should be written in simple and direct language comprehensible to an educated reader. It should be persuasive, concise and informative; *it should sell the book even to the non-specialist, such as a librarian or a bookseller* (imagine you are telling a non-specialist about your book). Please do not use technical language or jargon. In addition please attach a chapter breakdown, including short summaries of each chapter.

Why are you writing this book?

- a) In plain English, what is the main argument of the book?
- b) What issues does your book deal with, and are these particularly timely?

- c) Please give brief details of any case-studies or examples you use to support your argument.
- d) List the benefits your audience will get from reading your book.
- e) Who are you writing for and at what stage of their academic career are they?
- f) Have you drawn on any sources that are new and/or of special interest to your audience?

**Is your book intended for one of our series, and if so, why do you think it is a good fit for it?**

**If a contents page is available, please list below, or attach a copy.**

*If your book is an edited volume, please attach a separate document giving details of contributors and their affiliations/biographies.*

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This is used both for any print ad, and to introduce the book on the website's product page. It should not, therefore, be the first line of other blurbs, but a concise, one or two sentence introduction to the main USP of the book.

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#### **RESEARCH OBLIGATIONS**

**Is your book, or chapters of the book, funded by UK Research and Innovation (UKRI) or any of its councils [Research England, the Scottish Funding Council, the Higher Education Funding Council for Wales and the Department for the Economy Northern Ireland], and therefore comes under the Open Access Policy requirements for monographs, book chapters and edited collections published on or after 1 January 2024, such that 'the final Version of Record or the Author's Accepted Manuscript must be free to view and download via an online publication platform, publishers' website, or institutional or subject repository within a maximum of 12 months of publication'?** [bodies funded by UKRI include AHRC, BBSRC, ESRC, EPSRC, Innovate UK, MRC, NERC, Research England, STFC, UKRI-wide]?

**Yes / No**

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**Yes / No**

#### **OPEN ACCESS**

**Is your PhD or are parts of your text on Open Access?** If so, please see our OA Policy and indicate how much of the proposed book is on OA or how much you wish to put OA:

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## MATERIAL TO BE SUPPLIED

### A. Length of text in words

Please use your word processing program's **word count** feature to determine the extent of the manuscript, **including notes, appendices and bibliography**:

### B. Text: Word Files

### C. Illustrations, tables, graphs, maps, musical examples

Please give brief details, including number of each and software used in their formatting.

Illustrations etc. should be included only if vital to your argument, not for decorative purposes.

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Black and white illustrations \_\_\_\_\_

Tables (program used) \_\_\_\_\_

Graphs (program used) \_\_\_\_\_

Line drawings \_\_\_\_\_

Maps \_\_\_\_\_

Family trees \_\_\_\_\_

Musical examples (Sibelius/Finale) \_\_\_\_\_

### D. Special characters and Language fonts

Are special characters (e.g. Greek) required? Please provide details if so. Please consider whether it is necessary to include words with special characters or accents in a foreign language if these are not available in a standard font, or whether transliteration will be acceptable. Non-standard forms,

especially if they have to 'hand-made', can present difficulties in transposition when the ebook is produced, and if at all possible should be avoided, or at least kept to an absolute minimum. We will require a list of special words on submission of ms, and you must make a special check to ensure consistency throughout.

#### **E. Grants and Subsidies**

A subsidy is desirable in all cases as it allows us to price more competitively: in some cases, it will be essential. Please indicate possible sources.

#### **F. Date of completion**

Please give a *realistic* date for completion of the manuscript:

#### **MARKET**

Please give a general indication of the market as follows:

**A. Level:** ☐ research / ☐ undergraduate / ☐ background reading (academic) / ☐ general market

**B. a)** What are the various subject classifications applicable to your book?

**b)** List 5 key words you would use to search for your book.

**C.** Will the book be of interest to readers outside the main subject areas?

**D.** If an academic book, are there particular courses which might use the book? (Please list courses, institutions, and indicate whether background or course book)

**E.** Are there any similar or competing titles? If so, please provide details (author, title, publisher, date of publication, price) and comment on how your book is positioned alongside these.

**F.** Do you know of any professional or specialist interest groups or societies with an interest in this subject area which might buy the book? Please provide details.

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**H.** Do you regularly attend conferences? If so, please indicate how often, and which ones.

