

**Book Manuscript Submission Guidelines**

**Updated: 7/2017**

**About The Press**

**MISSION**

The University of Cincinnati Press is committed to publishing rigorous, peer reviewed, leading scholarship accessibly to **stimulate dialog between the academy, public intellectuals and lay practitioners**.   The Press endeavors to **erase disciplinary boundaries in order to cast fresh light on common problems in our global community**. Building on the university’s long-standing tradition of social responsibility to the citizens of Cincinnati, state of Ohio, and the world, the press publishes books on topics which expose and resolve disparities at every level of society and have local, national and global impact. Founded in 2017, the press uses a new, integrated operations and financial model which is fully integrated with the university library. Through the press’s publishing services division, it strives to collaborate and support university and faculty publishing efforts.

**VISION**

The press explores **new modes of scholarly publishing** which shrink the distance between author and reader and expand the traditional published book dynamically using data visualization and robust media rich content to cast a new interactive lens on the written word in a stable environment. The Press seeks to establish a **highly sustainable mission based university press business model** through unique utilization of library and university staff to reduce cost. By incorporating University Press publishing with library publishing services and scholarly communications, The Press forms a publishing continuum which is strategically agile, innovatively responsive and financially diverse.

**PURPOSE**

The Press publishes transdisciplinary scholarly monographs and theory-to-practice books about social justice issues. The Press publishes short and long form scholarly books and journals which move beyond discipline-specific approaches to create new perspectives across humanities, social sciences and STEM in traditional and open access. Our focus includes community and collective engagement advocacy movement efforts, and the underserved and underrepresented individuals, dealing with disparities in accessibility, equity and privilege throughout the worldwide. Our library publishing program and scholarly communication center services all academic departments and subjects.

**SUBMISSION GUIDELINES: About Your Book**

In order to submit a book proposal to The University of Cincinnati Press, please include the following information:

1. A prospectus describing the work and your intentions in one to two paragraphs.
	1. Describe the work, its rational and approach
	2. Key pedagogical features (if any)
2. A detailed annotated table of contents (preferably with a word count per chapter)
	1. Describe the ideas and material covered within each chapter
	2. For edited collections, please include an abstract for all essays, a draft introduction and a list of the contributors along with brief notes or contributions to the field which are relevant to this manuscript. Please indicate if any chapters/essays have been previously published in either salable or OA books or journals or is available in an online repository in its current version or any previous version.
3. # of Images/Figures/Charts/Graphs
4. Ancillary Print or Digital Collateral
	1. Examples may include Data Sets, Data Visualization, Video, Audio. Please describe, the content, value added for the reader, whether they are critical or supplemental to the text, how the collateral will be incorporated into the narrative and the file format.
5. Audience
	1. Who is this book written for? Other scholars, public intellectuals, practitioners in the field, students (include level), local community, general readers…
	2. Describe its place within the existing scholarship and if for the classroom, at what level the book is written.
6. Discipline which describes the subject matter of the book
7. Comparative or competing books. Include publisher and date of work. What new information will the work provide to the target audience? Describe similarities and differences of your work. Please consider all pertinent titles, even if these compete only with a component of your work.
	1. Comparative books have a similar style, tone, flow, organizational structure, writing style, and may or may not have similar topical coverage
	2. Competitive books are only books which are written on the same topic and conceivably could be replaced by the publication of your book. Please state how or why your book is different, and necessary
8. Status of the work. What portion of the work is now complete?
	1. When do you expect the completed manuscript to be available for external peer review?
9. Rights and permissions Does the work contain any content not original to you? – if so, please describe the type(s) of content (text, images, media, etc.), together with information regarding ownership and acknowledgement that you will clear all permissions necessary for worldwide distribution in print and digital format in time for manuscript delivery.
10. Preliminary bibliography/works cited
11. Suggested peer reviewers. Do not list mentors or any members of your dissertation committee.
12. Two to three sample chapters that demonstrate the precision and quality of your prose, and the clarity and appeal of your narrative or argument. If the book is not written yet, please indicate when you will have two to three chapters written.
	1. Dissertations will only be considered if they are significantly revised and/or reframed to broaden the audience and scope and to reduce jargon
13. Current curriculum vita or resume
14. Other publishers. Include any publishers who you have submitted this publication to. Include a brief synopsis of any responses you have received
15. Why Cincinnati? Include a brief statement as to why you believe Cincinnati is the right publisher for your project
16. State your goals or reasons for wanting to publishing this book

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