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## **GUIDELINES FOR MAKING AN AUTHOR'S OR EDITOR'S PROPOSAL**

Please cover the following in your proposal.

1. Give your name and address, e-mail address and telephone and fax numbers (work and home).
2. Suggest a provisional title for the book, including sub-title (if any), and also possible alternative titles, as a basis for discussion with the Publisher.
3. Send a short Curriculum Vitae, including date of birth and citizenship.
4. Give an overview, in about 200-500 words, of (1) the book's intended readership (giving specific academic level if applicable), and (2) its aims, and the means by which the book achieves them. Try to provide a succinct summary of the main message of your book. Please (3) indicate briefly which parts are 'survey'/'overview' material and which you consider to be original contributions.

5. Include a draft table of contents, with sections and sub-sections and/or brief descriptions of the contents of each section.

6. Ideally, send at least TWO sample chapters (or similar papers in the proposed writing style), ensuring that at least one is representative of the main body of the book, i.e. that it is not the introductory or concluding chapter.

If you do not have any draft material ready, we would still like to talk to you but may not be able to offer a contract until we have seen some chapters.

If the work has already been completed let us know. If we are interested, we will want to see the complete manuscript but wait for us to ask for it!

If the proposal is for an edited book you should send two potential contributions, if possible. These sample chapters may be sent electronically.

7. For a book that could be used as a text book, list any courses (and their levels) whose students are likely to be recommended (a) to buy the book or (b) to read a library copy (saying which).

8. List any books you know of that might be regarded as competitors, detailing for each the author, title, publisher, date and price, and say how your book differs from each.

9. Supply your estimated word count for the final manuscript.

10. Roughly how many figures, diagrams and illustrations (not tables) will there be? Nowadays most authors prefer to supply these in 'camera-ready' form. If you cannot do this, Equinox can give you an estimate for

having them drawn by a professional artist, with the cost being deducted from your royalties. (Note that this is normally only possible for a small number of drawings.)

11. Will you provide an index of subjects and names? If not, you will need to discuss the matter with the publisher.

12. When do you expect to deliver the final manuscript? (Be realistic!)

13. Please give the names and addresses of two or three persons who are qualified to give an opinion on your work in this area. (They will not necessarily be used as reviewers.)