

EQUINOX PUBLISHING

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GUIDELINES FOR MAKING AN AUTHOR'S OR EDITOR'S BOOK PROPOSAL

Please cover the following in your proposal.

1. Give your name, address, e-mail address and telephone numbers (mobile, work and/or home).
2. Suggest a possible title and sub-title (if any) for the book, giving possible alternative titles, as a basis for discussion with the Series Editor and the Publisher.
3. Send a short Curriculum Vitae (200-500 words, depending on experience) including date of birth and citizenship.
4. Give an overview, in 300-500 words, of (4.1) the book's intended readership (giving the specific academic level, if applicable), (4.2) its aims and (4.3) the means by which the book achieves them, Then (4.4) try to provide a succinct summary of the main message of your book, and add a note (4.5) that indicates which parts are 'survey/overview/supporting' material and which parts you consider to be original contributions.
5. Include (5.1) a draft table of contents, with 'parts' and their titles (if appropriate) and their titles, and chapter titles. Then give (5.2) brief summaries of the contents of each part and of each chapter.
6. For A BOOK BY ONE (OR MORE) AUTHOR(S), please send at least TWO sample chapters (but not introductory or concluding chapters). Include one chapter that states the author's position in relation to that of other relevant scholars. The author(s) should have native-speaker (or near-native speaker) competence in English,
7. For AN EDITED BOOK WITH MANY AUTHORS, all with (near-) native-speaker competence in English, please send draft introductions by the editor(s) to both (7.1) the book as a whole and (7.2) each section of it, and also (7.3) a summary by each author (300-600 words) of their chapter and (7.2) a biography for each (100-400 words).
8. If an author of a chapter in an edited book does NOT have (near-) native-speaker competence in English, please send copies of any such chapter, if available. If not, send the author's own summary of the chapter. Equinox (unlike some publishers) provides a full copy-editing and proof-reading service, but this service is intended for authors with native or near-native competence in English.
9. If you do not have any draft material ready, we would still like to talk to you, but we would not normally 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!
10. For a book that could be used as a textbook, list any courses (and their levels) whose students are likely to be recommended (9.1) to buy the book or (9.2) to read a library copy (stating which).
11. List any books you know of that might be regarded as competitors, detailing for each the author, title, publisher, date and price - and EXPLAIN HOW YOUR BOOK DIFFERS FROM EACH.
12. Will your book conform to the norm of 70-80,000 words (including index, etc)? Will it be longer, and if so by how much, and why? (Note that this raises the price correspondingly.)
13. Are you able to deliver the book in electronic form (so as an email attachment or on disc)? Equinox will advise you on page layout, etc, and you would be asked to submit the book in a form that is suitable for the electronic equivalent of typesetting. Assuming that you deliver the book electronically, you yourself will be able to revise it from the copy-edited version. In this way you have the opportunity to accept or reject each proposed change.
14. Roughly how many figures, diagrams and illustrations (not tables) will there be? Nowadays most authors prefer to supply these in either electronic (or still occasionally 'camera-ready') form.
15. You will be required to provide an index at proof stage.
16. When do you expect to deliver the final manuscript? (Be realistic!)
17. Please give the names and addresses of two or three persons who are qualified to give an opinion on your work in this area. We may use either these or other scholars as reviewers.

Please send your proposal by email (preferably) to both **Janet Joyce** at jjoyce@equinoxpub.com and **Professor Robin Fawcett** at fawcett@cardiff.ac.uk. If you wish to send it by post, send it to

Janet Joyce at the address above, with TWO copies of the proposal and ONE of any sample material. If you wish, you may consult Robin Fawcett prior to submitting a proposal.