Publication Proposal Form

Author or editor information (submit extra first pages as needed for additional authors or editors)

Title e.g., Prof., Dr., Ms, Mr.	
First (given) name	
Last (family) name	
Pronouns e.g., she/her, he/him, they/them	
Any accessibility accommodations needed	
Email	
Street address	
Town or city	
Province, county, or state	
Postal code	
Country	
Phone number (with country code)	
Affiliation e.g., university, institute, dept.	
Birth date and date of Ph.D. for copyright application upon approval of project	
Brief author bio (147 characters max) e.g., Susan Ladipo is associate professor at Western Michigan University and was awarded the 2013 Royal Historical Society Prize.	
Is this your first book?	

Bibliographic data:

Title of the work	
Subtitle	

Title and subtitle approved by the publisher	
Name of authors/editors exactly as they should appear on the book cover, in the correct order e.g., "Edited and translated by…" or simply "By…"	
Number of contributors	
Total expected word count (with notes, bibliography, appendices, and any other materials)	
Number of color images, and number of pages to be allocated[1]	
Number of black-and-white images, and number of pages to be allocated (include tables, maps, and line art)	
Total number of images/pages approved by the publisher	
Delivery date of manuscript (month and year)	
Primary language of manuscript	
Other languages used (include historical languages)	
Any special fonts or character sets required	
Index required?	
Index prepared by author?[2]	
Non-native-speaker language checks required? [3]	
Reproduction Rights for Text[4]	

[1] Reproduction rights are managed and paid for by the author. Please supply the number of pages your images or tables require; otherwise we will impose standard formulas (e.g., two images per page).

[2] We are happy to supply contact information for indexers who we have worked with in the past. These fees are to be paid by the author unless otherwise arranged.

[3] If you are not a native English speaker, please ensure your manuscript has been edited by a native speaker before submitting it for peer reviewing. If you need assistance, we can recommend specialists; fees for this are to be paid by the author.

[4] If part of this manuscript has been published elsewhere, please indicate what written permissions you have so this material can be republished. Equally, if there are lengthy block quotations (or similar) from third parties (300-400+ verbatim words or longer), indicate the action that you will take to assure that no reproduction rights are needed.

Audience:

Type of publication: monograph, thematic collection, reference work, textbook, popular book, or other	
Open Access or other publishing grants available note the currency and any conditions	

Description of project (attach additional pages as needed):

One-line summary for social media; 200 characters max	
Blurb for marketing; 450 characters max	
Keywords (3-5)	
Proposed Table of Contents list section and chapter titles only	

Proposed Table of Contents cont'd list section and chapter titles only	
Description of the work set within the relevant scholarly tradition (no more than 150 words). Submit a separate Word file (no more than 2 pages long) giving a detailed description of your content. • For edited collections, please indicate why and how the topics and contributors were selected, and how you plan to ensure maximum coherence and quality across the collection. • For a revised doctoral dissertation, please indicate what revisions you are making and whether sample chapters are available. • For a reference work or museum or exhibition catalogue, please include a sample entry.	

Three distinguishing features about your work	
Planned follow-up publications or other research projects	
Three or four key experts in the field We may use these individuals as peer reviewers or writers of endorsements; please also indicate any scholars to be avoided due to conflicts of interest, etc.	

Additional notes:

Are there any other considerations that we should be aware of? e.g., is this project associated with a particular grant or funding source? Does it need to be published by a certain date for tenure or REF requirements?	