

Oxford University Press
Guidelines for Submitting Book Proposals

1. The Book

- a. **Brief Description.** In one or two paragraphs, describe the work, including its rationale, approach, and pedagogy. This book is... It does... Its distinguishing features are...
- b. **Outline.** A detailed outline of the book should be prepared, including the chapters being submitted for review. This outline gives us an idea of how the material fits together and how the remaining chapters will be developed. It should include chapter headings and sub-headings, with explanations as necessary.
- c. **Outstanding Features.** Briefly list what you consider to be the outstanding, distinctive, or unique features of the work.
- d. **Apparatus**
 - i. Will the book include photographs, line drawings, cases, questions, problems, glossaries, bibliography, references, appendices, etc.?
 - ii. If the book is a text, do you plan to provide supplementary material to accompany it (e.g., teacher's manual, study guide, solutions, answers, workbook, anthology, or other material.)
- e. **Competition**
 - i. Consider the existing books in this field and discuss specifically their strengths and weaknesses. Spell out how your book will be similar to, as well as different from, competing works.
 - ii. Consider what aspects of topical coverage are similar to or different from the competition. What topics have been left out of competing books and what topics have been left out of yours?
 - iii. Please discuss each competing book in a separate paragraph. (If possible, please provide us with the publisher and date of publication as well.) This information will provide the reviewers and the publisher a frame of reference for evaluating your material. Remember, you are writing for reviewers and not for publication, so be as frank as possible regarding your competition. Give credit where credit is due, and show how you can do the task better.

2. Market Considerations

- a. What is the major market for the book (e.g., scholarly/professional, text, reference, trade)? For what type of reader is your book intended?
- b. If this is a text, for what course is the book intended? Is the book a core text or a supplement? What type of student takes this course? What is the level (e.g., major or non-major; freshman, senior, graduate)? Do you offer this course yourself? If so, how many times have you given it?
- c. If the market is scholarly/professional, reference, or trade, how may it best be reached (e.g., direct mail, relevant journals, professional associations, libraries, book or music stores)?

3. Status of the Work

- a. Do you have a timetable for completing the book?

- i. What portion or percentage of the material is now complete?
 - ii. When do you expect to have a complete manuscript?
- b. What do you estimate to be the size of the completed book?
 - i. Double-spaced typewritten pages normally reduce about one-third when set in type; e.g., 300 typewritten pages make about 200 printed pages. There are about 450 words on a printed page.
 - ii. Approximately how many photographs do you plan to include?
 - iii. Approximately how many line drawings (charts, graphs, diagrams, etc.) will you need?
 - iv. Do you plan to include material requiring permission (text, music, lyrics, illustrations)? To what extent? Have you started the permissions request process?
- c. Do you plan to class-test the material in your own or other sections of the course? (Any material distributed to students should be protected by copyright notice on the material.)

4. Sample Chapters

- a. Select one or two chapters of the manuscript that are an integral part of the book. They should be those you consider the best-written ones, and they do not have to be in sequence. For example, you might submit chapters 3, 7, and 14 of a 20-chapter book, as long as these chapters represent the content and reflect your writing style and pedagogy. It is advisable to submit any chapter that is particularly innovative or unique. Sample chapters should contain rough sketches, charts, hand-written musical examples or photocopied reproductions, and description of photographs to be included. The material need not be in final form, although it should be carefully prepared and represent your best work. In your preparation, emphasis should be on readability. Please do not bind your manuscript, since we will have to unbind it in order to make photocopies for reviewers. Also be sure that all pages are numbered either consecutively or double-numbered by chapter.

5. Reviews

- a. If we are interested in your project, we will commission outside reviewers to read and evaluate your proposal. We will, of course, obtain the best available reviewers to consider your work. We would like to include some reviewers whose opinions you consider particularly important. For this purpose, please provide the names, addresses, e-mail addresses, and phone numbers of three or four people whom you feel are competent to review your material and whose opinion you would find valuable. We will try to use some of these along with some of our own selection. Naturally, we do not reveal the names of reviewers without their permission.

6. Author Background

- a. Please include a current CV or brief bibliography of your writing, teaching, and/or educational background and experience. Be sure to list any books that you have previously published, along with other information about yourself and why you are qualified to write this book.

7. Response Time

- a. Please allow at least 6-10 weeks for the manuscript proposal evaluation and review process. We will contact you as soon as we have had a chance to examine your manuscript proposal. Thank you for your interest in Oxford University Press. We look forward to reading your materials.