

# GUIDELINES TO SUBMIT A BOOK PROPOSAL



## How to Submit a Book Proposal

Liberty Publisher is always pleased to consider new proposals for print and/or digital projects in all the popular subject areas in which we publish. If you are interested in submitting a proposal we strongly recommend that you contact the **relevant editor** in your field as early as possible. The specific information we require in a proposal may vary between subject areas and the editor will be able to send you guidelines appropriate to your particular field and the type of product you wish to propose. **Please do not send in a complete hardcopy manuscript unless you have been asked to do so by an editor.**

You will be asked for a publishing prospectus irrespective of whether the manuscript/product is completed or not. There is no prescribed length for such outlines but they should contain as much information as you yourself would require to offer a meaningful evaluation of a new project. They should in all cases include the following information:

- The proposed title of the book/product.
- A description of its rationale, scope and unique selling points; and (if a research volume) how it makes a significant and original contribution to the literature.
- A description of the intended readership/users.
- A detailed content (chapter descriptions/abstracts, table of contents or digital specification).
- Details of the proposed length, the level and type of illustration required, text and pedagogical features, any digital functionality, and the intended completion date.
- Relevant credentials of the author/creator(s). A full curriculum vitae is not required.

If you are proposing a textbook your prospectus should also contain specific details of the level at which the book has been or will be written, the pedagogical features it will include, and the kinds of courses for which it would be suitable (with an example syllabus).

If you are submitting a proposal for a collaborative project please indicate clearly who the contributors are, what they will write and whether or not they have already agreed to participate. Affiliations should be supplied.

Once a prospectus is received it will be evaluated internally by the subject editor to determine whether your project fits with the Publisher's current publishing plans. If it does, you may be asked to submit additional supporting information, ranging from brief sample materials to a full manuscript, as appropriate. Your proposal materials would then be sent out for external peer review – a process that varies in length depending on the nature of the project, the quantity of proposal material, the number of reviews considered necessary to reach a publishing decision, and even the time of year of submission. Your editor will be able to give you an approximate timetable for this process.

