



PROPOSAL GUIDELINES

Your proposal may be read by a wide selection of professionals within Columbia University Press and by external readers in your area of expertise. Clarity is essential.

1. Proposed title and subtitle (if applicable)

2. Brief Description: In one or two paragraphs, summarize the content of the proposed book and its main argument(s) or thesis. This is a brief description for a non-specialist, such as you would find on a back cover and is your opportunity to emphasize the proposed book's highlights and its fundamental message.

3. Full Description: In one or two pages, articulate more substantially the thesis, purpose, methodological approach, and general plan for the book. What key questions or problems does the proposed book address or answer? How will the proposed book contribute to the literature of its field? In what way is it distinctive?

4. Proposed Chapter Outline: Provide a list of the proposed book's chapters, including preliminary titles, and a brief paragraph describing each of the chapters' contents. Where relevant, please indicate if any of the material has been previously published.

5. Author Information: Provide a brief biography including your current title and affiliation, previous books you have written (including publisher and date of publication), relevant journal articles (including journal and date of publication), and any other experiences relevant to your qualifications for writing this book, if applicable. A full C.V. is not required unless specifically requested.

6. Market: What is the scholarly audience for the proposed book? In which field(s), subfield(s), and adjacent fields(s) will it find readership. (a) Is it for a non-specialist, general reader? If so, on what basis will a general reader seek out the book and what does it have to offer to them? (b) Is it a monograph for scholars conducting specialized research? (c) Is it for students? If so, at what level and in what manner will students use the book (i.e. a supplementary or main text)? N.B. – No audience is inherently better than another and no book will realistically fall into all three of these categories. Make an honest assessment.

7. Competition: (a) Please provide a list of the key competing books. For each entry include author, title, publisher, date of publication, and a brief statement as to how your book differs from its competitors. If there is truly no competition, feel free to say so, but be absolutely certain (i.e. Use a website like Amazon to conduct your research). (b) Please provide a list of complementary books that may appeal to the proposed book's intended audience, as identified above, and indicate why they are similar (i.e. subject matter, subfield, methodology, etc.) N.B. – Similar books published by Columbia University Press are particularly helpful.

8. Additional Information and Specs: Provide details on the expected length of the manuscript (i.e. total words inclusive of notes and references), the number of illustrations and/or tables, and your estimated schedule for completing the manuscript. Please advise if the book has been submitted to other publishers and if there is any other information you may consider relevant to our consideration of the proposed book.

9. Other Materials: Please include two or three sample chapters or other representative writing sample(s). An entire manuscript is not required, even if one is available, unless specifically requested.