Routledge Proposal Guidelines

Statement of Aims and Content
- **Statement of Aims**-- A summary of the book, its coverage, and main objectives. (3-5 paragraphs)
- Concise **Abstract for the Book.** (250-300 words)
- Proposed **Table of Contents.** (with Chapter titles)
- **Chapter Abstracts** – one for each chapter. (Approx. 150-250 words each)
- Describe the basic **structure and features** of each chapter (e.g., introduction, case studies, sections/parts, if there will be a conclusion etc.) and how they will be contextualized to support the book's main thesis.

The Market
- Briefly describe, as realistically and in as much detail as possible, who you believe will be the primary readers. For example, graduate/post-graduate students, professors, researchers, or undergraduates?
- If applicable, list **courses** in which the book could be used as a primary or supplementary text.
- In your opinion, if there is potential for classroom use, is this the kind of book students would be required to purchase individually, or would it more likely be consulted in a library?
- **Competition—**List (2-4) competing or closely related books currently on the market.

Format and Timeline
- What would be a realistic submission date for final manuscript?
- With references and footnotes, approximately how many words do you think the book will be? (For reference we ask our research monographs to be between 70,000-90,000 words, our research companions or handbooks to be 200,000-300,000 words, and our short-form Focus books to be less than 50,000 words.)
- Will your book contain images, photos, or illustrations? If so, how many?

Other Relevant Information
- How what percentage of the manuscript has been previously published? *
- Is your book based on your dissertation? (Please see the notes section in the following page.) **
- **Series--** Have you been discussing this proposal with a series editor(s)? If so, please let us for which series so that we can make sure the proposal is channeled appropriately.
- Has your proposal has been submitted to other publishers? If so, what is the status of the proposal?

Additional Questions for Edited Collections ***
- Briefly describe how each chapter ties into the central objectives of the book and how the selection and organization of the essays logically support the main thesis.
- List potential chapter authors, their title/affiliation, and if they have agreed to contribute.

Open Access (OA)
- Are you interested in publishing your book on an OA basis?
- Do you have access to, or are you able to apply for, funding for the OA conversion? ****

Accompanying Material
- **A Curriculum Vitae** for you and any co-author(s)/editor(s) working on the book.
- **Sample Chapters** (particularly the Introduction) or the complete manuscript, if available.

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How We Evaluate Your Proposal

1. **Evaluation by commissioning editor(s)--** The proposal will first be considered by the commissioning editor, who will assess the book's suitability for the program, the readership level of the book, the academic quality, and if there is a stable market for the book on this subject. If the editor is satisfied, the proposal will be sent to peer reviewers.
2. **Peer review-- All proposals, sample chapters, and draft manuscripts are subject to a blind peer review if/when the commissioning Editor decides to move forward.** Reviewers are specialists in the field who provide independent feedback on the content, quality, and potential market the book.
3. **Editorial Board--** If the review support publication of the book, the editor will present the book to our Editorial Board. At that time, it will be approved, declined, or provisionally passed, subject to certain revisions.
4. **Contracting--** If approved, the editor will then be able to offer you a contract for the book.

Notes & Tips

- The writing style of the proposal should be appropriate for specialists in the field, while also being as accessible and jargon-free as possible.

- Proposals are typically 5-15 pages in length-- on the longer end if sample chapters are not available.

- Our author resources and manuscript preparation guidelines are available on our website: https://www.routledge.com/resources/authors.

- The title of your book should be as descriptive as possible. Our readers are most likely to find your book via a keyword search, and amongst a long list of other search engine results; so, we want to make sure that the title conveys to readers, at first glance—and without ambiguity-- what the book covers and who it is meant for.

* Permissions – *If we agree to publish your book, all necessary permission for 3rd party material (anything you did not created yourself), must be obtained before the submission of the final manuscript. The author is responsible for determining if 3rd party content is in the public domain or considered fair use, identifying the copyright holder where applicable, requesting and securing permission if necessary, and paying any fees associated with permissions before the book can be published. (This does not have to be done in the proposal stage but is required by the time you submit your final manuscript.) Please also note that we also limit the amount of previously published material to comprise no more than 10% of the overall manuscript.*

** Dissertations -- *We will not accept raw dissertations. If your book has been developed from a dissertation, we will need to see how the project has evolved from its original form.* <u>*We require fully revised sample chapters, or the entire revised manuscript, before considering adapted dissertations.*</u>

*** Edited Collections-- *We only publish edited collections that are consistent in academic quality from chapter to chapter and show that each essay has been carefully selected to ensure that it clearly and coherently supports the book's main objectives. We will NOT publish volumes that lack consistency and struggle to tie-in its essays to a central thesis —this includes collections of conference papers.*

**** OA Funding— *Unlike traditional (non-open access) publishing, we charge a Books Processing Charge (BPC) for converting our books to OA, starting from $13,000 (£10,000) for the full manuscript and £1,250 / ($1,625) for individual chapters (plus applicable taxes). The BPC covers the costs of producing the book, depositing the book in OA libraries, and covers approximately 10 years-worth of lost revenue on eBook sales.* <u>*These fees are rarely paid for by the author(s)/editor(s) themselves; instead, most are paid for with research grants/OA funding provided by their institutions.*</u> *Many universities are now offering funding specifically for this purpose for their faculty and researchers, so we highly encourage authors/editors to check for any such opportunities available through their*

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institutions. For more information on OA, please visit: https://www.routledge.com/our-products/open-access-books/publishing-oa-books.

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