

**New Publishing Submission**

Please complete as fully as possible, this will help us in our assessment of your proposal.

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1. **AUTHOR’S NAME(S)**

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2. **HOME ADDRESS**

**TEL** **EMAIL**

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3. **PROFESSIONAL ADDRESS**

**TEL** **EMAIL**

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4. **BIOGRAPHY** (Please outline your current professional position, and your qualifications and experience relevant to the contents of the book.)

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5. **PREVIOUS BOOKS/ARTICLES YOU HAVE WRITTEN**

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6. **PROVISIONAL TITLE OF PROPOSED BOOK** (It is important that the title should describe the content of your book – consider key words and how someone may search for such a title by subject.)

7. **PROPOSED COMPLETION/DELIVERY DATE** (month/year)

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8. **APPROXIMATE EXTENT OF BOOK** (No. of words – one side of A4 is approximately 320 words.)

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9. **DESCRIPTION OF THE BOOK** (Approx. 300-500 words – include what it covers, why is it needed, why we should publish it.)

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10**. PROPOSED CONTENTS OF THE BOOK** (Brief summary of each chapter. Please provide a proposed table of contents and any chapter outlines or sample chapters available at this stage.)

11. **WILL IT INCLUDE ANY ILLUSTRATIONS/DIAGRAMS OR OTHER MEDIA?** (Please note that we rarely use colour in the pages of a book, but if it is essential to your book please explain why. Printable colour images or worksheets can be included on a CDRom supplied with a book.)

**HOW MANY?**

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12. **WHO IS THE TARGET AUDIENCE?** (Describe as fully as possible who the book is written for and how/where it will be used. Is the market UK only or international?)

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13. **COMPETING OR SIMILAR TITLES** (author/title/publisher/date/price and brief description)

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14. **HOW DOES YOUR BOOK DIFFER?**

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15. **HAVE YOU OFFERED THE PROJECT TO ANY OTHER PUBLISHER?** (If so, where, and what stage has been reached?)

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16. **PLEASE PROVIDE CONTACT DETAILS FOR TWO PEOPLE WHO COULD BE APPROACHED TO PEER REVIEW YOUR MANUSCRIPT**

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16. **ANY OTHER COMMENTS YOU FEEL WOULD HELP US TO ASSESS YOUR PROPOSAL**