



## Formal Proposal Guidelines

For formal consideration, please prepare your proposal according to the guidelines below. When preparing your proposal, do bear in mind that we at Amherst College Press need to know as much as possible about your proposed work including its scope, its intended audience, and how it enters into conversation with other works in your field.

Your proposal should include the following four items:

- A **prospectus** describing the work and your intentions
- A detailed **table of contents**. Describe the ideas and material covered within each chapter.
- A few **sample chapters** that demonstrate the precision and quality of your prose, and the clarity and appeal of your expository strategy. In the event that you are working from a dissertation, please be aware that sample chapters should differ markedly from those within the dissertation as the audience for a publication will be significantly broader than that of a dissertation.
- A **current curriculum vita** or résumé.

The **Prospectus** should include the following:

### 1. Brief description

In one to two paragraphs, describe the work, its rationale, approach, and pedagogy.

### 2. Outstanding features

List briefly what you consider to be the distinctive and unique features of the work.

### 3. Competition

Consider the existing literature within this area and discuss the strengths and weaknesses, both individually and specifically. This material is written for internal use and reviewers, and not for publication thus please be as frank as possible. You should describe the similarities and differences to your work in terms of style, topical coverage, depth, and use of primary sources. If significant publications are currently available, do explain the necessity of your new publication. Please consider all pertinent titles, even if these compete only with a component of your work.

### 4. Audience

- For whom is this book intended? Professionals, lay public, students, etc.?
- In what discipline or disciplines?
- (Is it primarily descriptive or quantitative, elementary or rigorous?)
- (Prerequisites if applicable, any e.g. mathematical, computational skills)

### 5. Market considerations

Which types of readers will be interested in this publication, and will make time to obtain it and read it? What new information will the work provide to justify this investment of time and resources? What is your estimate of the total market for the book?

If you are aware of professional organizations or mailing lists that would be useful (and appropriate) for promoting the publication, please do mention these.

## 6. Status of the work

- What portion of the work is now complete?
- When do you expect the completed manuscript to be available for external peer review?
- What is the size and shape of the work?

## 7. Text

- What is the estimated word count – including notes and references?

## 8. Figures

- What is the estimated number of figures (drawings, half-tones, charts, etc.)? How many in grayscale, and how many in color?

## 9. Digital elements

What, if any, digital components does this work include? Please describe, both in terms of content and file format. Indicate whether these elements are crucial to the argument, or would these be considered supplementary materials.

## 10. Rights and permissions

Does the work contain any content not original to you? – if so, please describe the type(s) of content (text, images, media, etc.), together with information regarding ownership and usage of each of these as you understand it at this time.

## **Reviewers**

Peer review is the cornerstone of scholarly publishing and Amherst College Press places great value in this process. Accepted submissions will be reviewed according to the method deemed best by the Press and in keeping with the practices of the subject discipline(s) and publication format; peer review methods include double-blind, single-blind, and open.

As publishing is a collaborative enterprise, we invite you to share your thoughts on the peer review process as well as your suggestions for readers, especially if your work spans established disciplines. We endeavor to provide valuable feedback with this process.

## **Table of Contents**

This should be as complete and detailed as possible. Explanatory notes should be included as necessary to illustrate the narrative arc from chapter to chapter. This will help us and our readers to understand the structure and the content of the manuscript.

## **Sample chapters**

If you are invited to submit sample chapters, these should be in sufficiently appropriate condition to allow a valid assessment of your capability, though these need not be in final form. Please include rough copies of all required figures. Ideally, about one-fourth of the work should be submitted, though the chapters need not be in sequence. It is advisable to submit any chapter that is particularly innovative. The submitted material should reflect your writing style and pedagogy in the best possible light.

If you are working from a dissertation, please be advised that sample chapters should differ markedly from those within the official dissertation. The audience for a dissertation is a rarified, specific set of readers whereas the audience for a book must be substantially broader.

## **Curriculum vita**

If requested, please provide a current copy of your CV in a document format (not as a URL).