

# BOOK PROPOSAL

## 1. Proposed title

## 2. Type of book

- Is your book an edited collection or a monograph?
- Please discuss the intended audience for your book. Is it written primarily for scholars (if so, what disciplines), professionals (if so, which fields), or students (if so, what level)? Please be as specific and realistic as possible and remember that few books appeal to all of the above simultaneously.

## 3. A brief summary of the book (150–200 words in length)

- Please write a clear, informative and persuasive description of the book. It should be written so that people with only basic knowledge of the field understand what this book is about.

#### 4. A synopsis of the book (500–1000 words in length)

- Topic: the subject of the book. What are its main themes?
- The aim of the book: what does it propose to do? What are its main objectives?
- Scope: the content of the book – what is included/excluded and why?

## 5. Table of Contents

- Please include a proposed table of contents. You can either copy-paste it here or send it as a separate Word or PDF document. Please list chapter headings and provide a brief explanation of what you intend to cover in each chapter.
- If the book is an edited collection, please also provide a tentative list of the expected authors and their affiliations.

**I have provided a table of contents as a separate Word or PDF document.**

## 6. Competing or comparable titles

- Please provide details of books that have already been published on the subject. Tell us about their strengths and weaknesses.
- State how your title will be like or unlike the competing texts.
- Are you aware of any potential competitor titles that will be published around the same time as your text?

- 7. Please list the five “key selling points” of your book (factors that are likely to persuade the intended target group to take an interest in the book and read it)**

**8. Your writing plan and submission date**

- What will your expected writing schedule and provisional delivery date be for the final manuscript?

## 9. Other submissions

- Please let us know whether you have submitted, or intend to submit, this proposal elsewhere and, if so, to which publisher(s).

## 10. Format

- Length: what do you anticipate the eventual length of your proposed book to be in number of words and pages (roughly 420 words = 1 page)? Please include references and footnotes as well.
- How many diagrams, illustrations, or tables will there be (approximately)?
- Will an index be necessary?
- Where appropriate, please provide details of any copyright clearance you have secured, or will secure, for the use of third-party material.

**11. Does any of the material of the proposed book appear in any other publication?**

- If so, please indicate the percentage of the pre-published material.

**12. Does the book need to be published by a particular date?**

- If so, please indicate the date and the reason.

**13. Peer review**

- List at least five people who would be qualified reviewers for the manuscript. Be sure to include their affiliations and email addresses. Though we do not always use these suggestions, they help give us an idea of where you think your ideas fit into current debates.

**14. Creative Commons licence**

- There are a number of different Creative Commons licences, which you may read about here: <https://creativecommons.org/licenses/>. We encourage authors to choose CC BY. Please indicate if you accept this, or let us know which licence you would prefer to use.

**15. Please briefly outline why you have decided to submit your proposal to Helsinki University Press**

**16. Author/Editor details and CV**

- Please provide the following details for all of the authors involved in the proposed text: full name; contact details (address, telephone number, email); qualifications; present appointment; career to date (briefly); main publications to date.
- If the book is an edited collection, please provide these details for all the editors.
- You can either copy-paste the text here or send it as a separate Word or PDF document.

**I have provided the requested details as a separate Word or PDF document.**

**17. Sample material**

- It would be helpful if you could supply a sample chapter or sample of your writing at this point. Please send the sample chapter as a separate Word or PDF document.

**I have provided a sample text as a separate Word or PDF document.**