PUTTING TOGETHER A BOOK PROPOSAL

I. Approaching a publisher:
   A) Make sure that you are contacting the right editor at the right publisher
   B) Never send a manuscript to a publisher before it is solicited
   C) Do not use e-mail

II. Documents to be submitted:
   A) Letter of inquiry (one page)
      1) Identify yourself and your credentials
      2) Brief description of book: its title, its nature, its audience, and its degree of completion
      3) Express interest in publication, with the house you are writing to
      4) Do not include testimonials from dissertation director, former teachers, colleagues, etc.

   B) Description of book project (no more than five pages)
      1) Keep description of the project as clear as possible by avoiding jargon, complex, or specialized language
      2) Do not summarize chapters: use structure of your manuscript as basis of description
      3) Do not submit outline of chapters in lieu of description
      4) Avoid claims of originality unless you are in fact doing something original

   C) Curriculum vitae (two pages)
      1) Date your cv to show that it is up to date
      2) Dates and institutions of undergraduate and graduate degrees
      3) List of publications (books, articles, book reviews)
      4) List of academic prizes
      5) Selective list of essential conference presentations (i.e., pertaining to your book)
      6) Current contact information

Adapted from William Germano, *Getting It Published* (Chicago, 2001).