

## 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).