Book Proposal Template

Nonfiction

# I. BOOK DESCRIPTION

**Author(s) or Editor(s)**:

**Working Title and Subtitle**:

A. Please write a brief **description of your book,** including what is unique about this book and the need for it. (2-3 paragraphs)

B. List 4-5 **distinctive features** of your book. This can be in bullet point format. [Publisher may also ask for a sample chapter]

C. Please include a detailed **table of contents** in outline form, incorporating headings and subheadings. If possible, include a brief annotation of the description of the contents of each chapter.

D. Approximately how many **figures, tables and charts** will be included in the book. What will be included as appendix material, such as examples, glossaries, forms, etc.?

E. **How many pages** (approximately) will your book be? For example, technical books are typically between 200 and 350 pages (60,000-100,000 words); manuscripts for this length of work are generally between 300 and 400 double-spaced, word processed pages. Less technical books are typically shorter, 150-200 pages (45,000-60,000 words), with correspondingly shorter manuscripts.

# II. STATUS OF THE WORK

A. What is your **timetable for completion** of the book? Typically, authors take 6-9 months to complete a manuscript.

B. Have you begun to seek **permission** for any copyrighted material from which you are using substantial quotes?

# III. AUDIENCE

A. Who was this book written for? Please identify major **categories of readers**

B. What **other markets** would be interested in your book? Would your book be useful to readers in academic, trade, or library markets?

C. Your **social networks** can be a powerful tool when marketing your title. Please list all social networks (Twitter, Facebook, LinkedIn, etc) you use below and the follower count for each. Additionally, please provide a link to any blogs or newsletters that you maintain.

D. If this book was previously self-published, provide a selection of **reviews**.

# IV. COMPETITION

A. **Genre/subject area** of your book:

B. **Complementary titles**: List the title, author, publisher, date, price, and length of each book that might potentially compete with your proposed work. Please think broadly of books that are related to your topic, despite the uniqueness of your particular approach.

# V. AUTHOR INFORMATION

Please write a brief **biographical sketch**, including your current and previous affiliations, professional interests, and education. If you have a resume or curriculum vitae useful to your authority in writing this book, you may attach it to this form. Please indicate if there is any information you would or would not like to have included in our promotional materials.

Legal address and telephone number:

Professional address, telephone, fax, and/or E-mail address:

Backup contact: Please provide the name, address, and telephone numbers of your secretary, assistant, or other persons who can relay messages in your absence: