

## **SUBMITTING A PROPOSAL**

### Guidelines for authors

#### Introduction

Routledge is keen to consider proposals for new Routledge Research books. We are able to offer:

- **Global distribution and marketing.** We have a strong presence and knowledge of the market in the US and UK and a dedicated international sales team.
- **Quality design and production values.** Our books are produced efficiently, quickly and attractively using the latest technology.
- **Prestige.** Routledge is one of the world's leading academic publishers with a reputation for cutting-edge and groundbreaking books. We are the publisher of many of the leading figures in the Western intellectual tradition including Einstein, Wittgenstein, Hayek and Foucault.

The proposal you submit to Routledge will be the basis on which we judge the book's suitability for publication. Since the proposal will be sent out to be reviewed by specialists in your field, it therefore needs to be organized in such a way that the reviewer is given the right amount of information on which to judge the quality of your work.

The following notes are designed to help you prepare your proposal, and your cooperation in following our recommendations will ease our task of evaluation and aid you in reaching your objectives.

There are five main areas we would like to be addressed:

1. **A statement of aims including 3-4 paragraphs outlining the rationale behind the book**
2. **Chapter headings with detailed summaries, schedule, and word length**
3. **Your definition of the market**
4. **A list of the main competing books**
5. **Product category**

*On the following page we have explained these in more detail.*

### **1. Statement of aims**

- Quite simply, what is your book about?
- What are its main themes and objectives?
- What are you doing differently, in a more innovative way, or better than existing books?
- Please also provide a concise (150-200 word) and compelling abstract for the book.

### **2. Chapter headings with detailed summaries, schedule, and word length**

- Please list working chapter headings and provide a paragraph or two of explanation of what you intend to cover in each chapter.
- How many tables, diagrams or illustrations will there be (roughly)?
- Roughly how many thousand words in length will your book be? Does this include references and footnotes?
- When will you be able to deliver the completed typescript? Please be as precise as possible.

### **3. Definition of the market**

- Please discuss the intended audience for your book. Is it written primarily for scholars (if so, what disciplines), professionals (if so, which fields), students (if so, what level)? Please be as specific and realistic as possible and remember that few, if any, books appeal to all of the above simultaneously.
- List a few specific journals, publications, and/or relevant organizations and societies, to which you think this book would appeal most.
- List any courses (including the level) for which this book would be relevant.
- Would this book have international appeal outside your home country? If so, where?
- Societies and organizations: Do you belong to any societies, associations or organizations that could be used for promotional purposes? If so, please provide a list. Please also note if any of these groups would be interested in purchasing a bulk number of copies of the book at a discount.

### **4. What are the main competing books?**

- We would like some indication that you are familiar with competition to your proposed book. What are their strengths and weaknesses? What makes your book better than the existing competition?

### **5. Product category**

- Is it a research monograph? We would define a monograph as high-level research book (either single-authored or edited) that is published in hardback rather than paperback in the first instance. It would be aimed at postgraduates, researchers and academics rather than undergraduate students and would sell primarily to the international academic library market.
- Is it a supplementary text that would provide secondary reading for undergraduate or postgraduate students?
- Are there any stipulations by your funding body or institution that require any of this material to be published Open Access?

### **Other Relevant Information:**

- Please provide one or two sample chapters (preferably the introduction and another chapter), or draft manuscript, if available.
- Please provide a brief biography of yourself (and any co-authors) as well as a c.v. or resume.
- List three to five people who would make qualified reviewers for the manuscript (preferably individuals whom you do not know personally). Be sure to include affiliations. Though we do not always use these suggestions, they help give us an idea of where you think your ideas fit into current debates.

- If this book will be an edited collection, please include a short biography (including current institution and recent publications) for each of these contributors. Also note which contributors have made a commitment to the project and/or completed their contribution.
- Please tell us whether or not your proposal has been submitted to other publishers and, if so, to whom.

### **Additional Questions for Edited Collections**

- Is the book of a consistent academic quality?
- Should some of the weaker chapters be excised?
- Are the chapters structured logically and integrated around a coherent central theme?
- Will you be providing a detailed introductory chapter and a conclusion?
- Is there a balance between theoretical/methodological & empirical chapters?
- What percentage of the material has been published before?

### **Additional Information for Authors Submitting PhDs**

- In the case of PhDs we would prefer to see the entire manuscript, or thesis, as well as a proposal.
- **We need to know:** Which parts will you cut or modify? How will you draw out and expand the main findings and conclusions? What specifically are the aspects of the work as it stands that are designed to satisfy your examiners, but that you think are not suitable for a book and which you plan to change? How will you be adapting the language and style, as well as annotation and references? Is the thesis in an area of increasing academic and research interest?

### **How We Evaluate Your Proposal, or Manuscript**

#### **Evaluation by commissioning editor(s)**

- Your proposal will be looked at closely by the most suitable Routledge editor. The editor will consider several questions: Is the content of this book of a high academic standard? Is there a market for a high quality book on this subject? What evidence is there for this market? If there is a gap in the market, is this the right book to fill it? Will the book sell internationally? If the editor is satisfied at this stage, the proposal will then be evaluated by academic experts.

#### **Evaluation by independent referees**

- We ask respected academic specialists in the field to give us independent advice on the content, quality and potential market for a finished book based on your proposal or manuscript. We normally solicit two or three reports from academics. This process should take 6-8 weeks but can take longer as it is sometimes difficult to find suitable reviewers, and reviewers are almost always extremely busy.

#### **Editorial Board Meeting**

- If the reviews have been positive, then the editor puts together a written proposal including your proposal, the referees' reports, and projected production costs and revenues. These are circulated to all members of the editorial board in advance of a fortnightly meeting, where each proposal is discussed and either approved (frequent), rejected (infrequent), or provisionally passed, subject to certain revisions (frequent).

*If you have any questions or concerns, please contact:*

**Max Novick**

Research Editor

Routledge / Taylor & Francis

711 Third Avenue

New York, NY 10017

**Direct Tel:** 212-216-7891

**Email:** [max.novick@taylorandfrancis.com](mailto:max.novick@taylorandfrancis.com)

**Website:** [www.routledge.com](http://www.routledge.com)