

BOOK PROPOSAL REVIEW INSTRUCTIONS

This service is meant to offer clients a helpful academic sounding board for their book proposal, with the intention of improving their chances of publishing their manuscript. We think that you, as an expert in the field, can help the client address both content issues and the structure of the argument and its presentation. We ask you to help the author with concrete suggestions that can improve the text.

Typically, the text a client submits as part of a book proposal includes the proposal itself, a tentative table of contents for the entire book, and a sample chapter. Sometimes, though not always, the client is aiming their proposal at a particular publisher. Please look at the publisher guidelines and keep them in mind as you work.

The service is intended to help the client with the following (as relevant):

- Content review
- Clarifying arguments
- Structure
- Methodology
- Identifying missing sections/materials
- Relevance/dated literature
- Publisher recommendations
- Suggestions for improving proposal

- Clarifying intended audience
- Clarifying contribution to research
- Identifying and distinguishing from other works in the field
- Relevance to current local/global issues

This can be done via comments throughout the proposal and with a separate review that summarizes your main suggestions, preferably framing it in reference to the publisher's guidelines. Please be concise, clear, and constructive in your comments, bearing in mind that the author may not be a native English-speaker, and that the comments are intended to help the scholar improve their research and not simply as critique for its own sake. You can see a sample book proposal review below.

We will send this to the client so they have the opportunity to make changes to the proposal as needed.

This service does not require that you carry out any language editing or formatting. However, if in the course of your review you identify terminology, grammar, syntax, etc., that requires changing, please edit it somewhat so that the client doesn't incorporate these errors into their revised proposal. If you believe that the text requires heavy language editing, please consult your managing editor.

You may be asked to spend up to one hour in consultation with the client following your review for clarification or to review their changes. **This is**

included in the initial price offer. Any work completed beyond the first hour will be paid hourly at a rate of 35 USD (110 ILS). Do not complete work beyond the initial hour without receiving express written approval from your managing editor.

SAMPLE BOOK PROPOSAL REVIEW

(The order or nature of the topics in the sample review may differ to meet specific requirements of specific publishers.)

(Letter to Author with General Comments)

Dear Professor/Dr. XXXX

Thank you for the opportunity to review your proposal and learn about your very interesting research. After studying XXXX guidelines, I suggest developing a prospectus/letter to the publisher that will include the following:

A description of its rationale, scope and unique selling points: It would be advisable to stress the unique contributions of your research. This involves referring to specific, unique aspects of your research, how it relates to issues of current interest, as well as comparing your work to other current literature (books) in the field.

A description of the intended readership/users: This can include general readership, scholars, university courses, libraries, online use.

A breakdown of the detailed content (chapter descriptions/abstracts, table of contents or digital specification): It is advisable to provide a brief

summary of the contents of each chapter, its arguments, and how it advances the overall purpose of the book.

An explanation of how it relates to other publications on the topic that have been published recently whether by XXXX or by other publishers:

Please refer to recent publications in the field that are most relevant to your work (particularly if from the same publisher) and distinguish your work from them.

Details of the proposed length, the level and type of illustration required, text and pedagogical features, any digital functionality, and the intended completion date:

Relevant credentials of the author/creator(s): Regardless of whether a separate CV is requested, there should be some relevant biographical information pertinent to your expertise in the subject matter of the book in the body of the prospectus/letter. This can also include what in your research/experience led you to the topic of the book.

Additional: Consider submitting the Bibliography for the entire book.

Sample Chapter: If a sample chapter is requested, ensure that it is well edited. Try to submit a bibliography as well.

Possible short cover letter: Once your prospectus/letter is completed, you

should prepare a separate, short cover letter to the editor, simply expressing your interest in publishing your book entitled xxxxxx about xxxxx in xxxx press, any special series if relevant. State that you attach a prospectus (and any other accompanying documents, such as sample chapter, CV, Table of Contents, etc.), with further details.

Example of comments on a sample chapter

1. The opening of your chapter, being personal, already draws the reader in, and makes the history come alive.
2. I would suggest writing an introduction that starts by acknowledging the massive issue of global movements of people today. Then discuss some of the factors that are involved in this, such as government policies, natural disasters, conflicts, etc., and the challenges arising from it, including personal, cultural, educational and professional adjustments to new countries, assimilation or not, and new countries' acceptance of immigrants on the governmental and social levels.

Then you can discuss briefly how the experience of XXXX can help

provide insights into what is happening today, and thereby not only enhance our understanding, but also perhaps lead to effective policies.

3. You mention XXXX government policies encouraging emigration – here brief mentions can be made of government policies/actions today that encourage or cause emigration.

Other active players today in encouraging emigration are often non-profit organizations and supra-national organizations, and perhaps this should be mentioned as well.

4. Another interesting point of comparison/distinction is that most of this emigration was overtly government run, and today it is not clear whether governments of certain nations or the other non-profit and supra-governmental actors either overtly or covertly encourage immigration.