

MLA Books Panel
Book Proposal: Step 1 Form

Send the completed form by email to Martha Lara, director of marketing and communications,
lara@mail.mlahq.org.

Author/Editor name(s):

Date submitted:

Institution:

Preferred address:

Email address:

Phone number:

Submitting as (please check one): author(s) editor(s)

Type of book (select all that apply to your proposed book).

- | | |
|--|--|
| <input type="checkbox"/> How-to | <input type="checkbox"/> Original research |
| <input type="checkbox"/> Best practices | <input type="checkbox"/> Textbook |
| <input type="checkbox"/> General overview | <input type="checkbox"/> Reference book |
| <input type="checkbox"/> Survey of existing research | <input type="checkbox"/> Other (please specify): |

Primary audience for the book (select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Professional librarians | <input type="checkbox"/> Consumers/general public |
|--|---|

If so, what type(s) of library?

- | | |
|---|--|
| <input type="checkbox"/> Library science students | <input type="checkbox"/> Other faculty or academic professionals |
| <input type="checkbox"/> Library science faculty | |

1. Imagine that the book will appear in the next Rowman & Littlefield catalog. Begin with a title that captures the tone and spirit of the book. What would the ideal description of the book for the Rowman & Littlefield catalog be? Emphasize special features or sections using bullets where appropriate.

2. Why is this book needed? Who will want to read it? Why?

3. Identify titles on the same topic published in the last 5–7 years. These would be the book's competition. How does the proposed book differ from the competing titles? Why should the book be published when the competing titles have already been published?

4. Include a tentative table of contents. For each chapter, include the number of pages, as well as the number of photographs, figures, tables, or other graphic elements. Note that generally, the target length of the book is 150–200 double-spaced manuscript pages or 45,000–60,000 words. If the work will be edited, indicate which chapters will be written by the editor(s) and which will be contributed (include author names if known).

5. Provide a 1–3 paragraph biographical statement about the author(s)/editor(s) emphasizing education and experience that is relevant to the book topic. Provide a copy of a curriculum vitae or resume that includes information on any presentations, writing, teaching, research, or other activities that are relevant to the topic. Please include bibliographic information (or where available, links) for other articles or books published by the author(s)/editor(s) related to this topic.

6. Provide at least one example of published professional writing, such as a journal article or book chapter, written by the author(s)/editor(s).

7. What is the target date for completing the manuscript? While there is not a fixed timeline applicable to all projects, generally authors are asked to deliver the completed manuscript to the publisher within one year of signing a contract.