**Lehigh University Press | Bloomsbury Academic**

**Publishing Proposal Form**

Thank you for your interest in publishing with Lehigh University Press. Below are guidelines designed to help you put together a proposal with the specific information we use in considering projects for publication. Answering these questions as fully as you can allows us and the reviewers to understand what makes your proposal distinct.

As a university press, LUP follows all the rigorous protocols of academic publishing. Our books undergo an initial round of internal review by the editor and press director, an external double-anonymized peer review by at least two discipline experts, and a final review and approval by the editorial board. All LUP projects require board approval.

Lehigh University Press has a co-publishing arrangement with Bloomsbury Academic Publishing. This means that LUP manages editorial functions for LUP titles, including peer review and final approval of manuscripts. Bloomsbury issues and manages the contracts in addition to handling the production and distribution of LUP projects. Together, LUP and Bloomsbury support our authors from first proposal through publication and beyond.

Thank you for considering LUP. We look forward to reading your proposal.

**Information about You**

**Your details**

Title, name and affiliation/job title together with your contact details, including email and mailing address. Please do not provide us with any sensitive personal data.

**Biographical note:**

Please provide a short (up to 50 words) biographical note on your current position and any other positions or details of previous books that are relevant to the proposed project.

Include details of any personal websites or social media activity relevant for your book and its promotion.

**Information about Your Book**

**1. Book Title and Subtitle**

Keep in mind this is how the world discovers your book. How will people will search for it? Is there one key, critical phrase? Which 5 key words best describe your book, its subject and approach? Could you get these into your title and/or subtitle? Is your title already taken by a key competitor?

Does it clearly indicate what your book is about?

**2. Summary**

Please supply a one-line description of the book summing up its scope and content. Please focus on what is unique about the book.

**3. Description**

Please write a concise overview of the book in no more than 250 words.

Would people with only a basic knowledge of the field understand what this book is about from your description? Remember this needs to be clear, informative and persuasive, suitable for use as the book’s marketing copy. Please think about the type of descriptive copy which would make you want to purchase the book.

**4. Key features**

Please highlight three key benefits the book offers.

Make these short and pithy. Are these the three reasons why someone would read this book? If relevant, please include information about case studies, topics or geographical areas covered in the book.

**5. Table of Contents**

Please provide a detailed table of contents that includes chapter sub-headings.

For contributed volumes, please include contributor names AND their affiliations.

**6. Chapter by chapter synopsis**

Please provide detail on each chapter including a summary of content, angle, purpose and relevance.

Think about your descriptions as a whole: is there a logical progression? If your proposal is for a new edition, clearly mark which chapters are new and what revisions will be made to existing chapters.

**7. Word count**

Please give the anticipated length of the final manuscript, to the nearest 5,000 words (including notes and bibliography).

**8. Submission date**

Please give a realistic date by which you would expect to be able to deliver the complete draft manuscript to the LUP editor.

**9. Funding and open access**

Was the research communicated in the book supported by a grant? If so, please provide details of your funder and grant.

Are you interested in publishing your book open access (monographs, edited collections, and handbooks only) or required to do so by your funder? If so, please provide details.

**10. Additional information**

If you are including figures and illustrations, list the approximate number required including tables, charts, line diagrams and photographs (black and white and/or colour).

Is your book being proposed for a [LUP series](https://lupress.lehigh.edu/series)? Please explain why it is suitable for this series.

Please give any further information that may affect our decision. Has any of the material been published before? If so, what proportion of the proposed book, and where has it been published?

If your proposal relates to a new edition, please can you outline why you feel a new edition is needed and the key content/structural changes proposed in the new edition? Please include as much information as possible on its market and readership, previous sales information (if you have this) and the copyright situation (whether rights have reverted to you as author/editor).

Please identify 5 publications (books or journal articles) which are situated in the field of research of your book?

**11. Sample Material**

In addition to the information provided in this form, please provide one or two sample chapters.

**Information about the Competition and Market**

**12. Competing or comparable books**

Please provide the title, author, date of publication, publisher and price of three to five comparable books that compete directly for a reader’s attention.

What contribution do these books make to your field of research? How does your book advance these contributions? What sets it apart from these competing titles?

If there is no direct competition, explain why. Has the topic only been covered in a chapter or article elsewhere? Is this the first book-length treatment of it?

**13. Market and Readership**

What are the primary and secondary markets for your book?

Primary market and readership

Secondary market and readership

Which institutions would be most interested in your book?

If you feel your book has potential for use on student courses, please indicate whether as (a) a sole course text, (b) one of several required texts, (c) recommended supplementary reading.

Does your book have global appeal? What features of the book would help us to market the book overseas? Please be as specific as possible. Consider content, case studies, references, contributors, preface, foreword, endorsements.

Please give some information on the research context and any relevant organisations, associations and networks.

**14. Potential Reviewers**

Please provide the names of five experts in the field who, in your judgment, would be able to supply a frank and honest assessment of the manuscript.  These persons should not be personal friends, of course, or close professional colleagues.

Please return your proposal to: lup@lehigh.edu

**Evaluating and Reviewing your Proposal**

Your proposed project will be evaluated by LUP’s faculty director and managing editor. They will consider how it fits with our current publishing plans. Proposals for a series will also be evaluated by the series editors. We aim to have new proposals reviewed within three weeks. If the proposal and accompanying material goes out for external review it will be sent to a minimum of two reviewers. The reviewers’ names will not be revealed. They will be asked to comment on the quality of the content and to provide critical feedback.

The length of the review process can vary depending on the project but we aim to have reader reports back to authors within 12 weeks from the time the manuscript is sent for review. Once you receive the reader reports you will be asked to respond to the reviewers’ comments. The next step is for your proposal to be presented to our Publishing Board where it will be reviewed internally. We must have the approval of our Board before we can offer a contract for a new project.

For additional information on how we process your personal data, read our [**Privacy Policy**](https://www.lehigh.edu/about/privacy-policy).

Further information about LUP can be found by visiting[**lupress.lehigh.edu**](http://lupress.lehigh.edu/)

Consider following Lehigh University Press on [**LinkedIn**](https://www.linkedin.com/company/lehigh-university-press).