



GUIDELINES FOR SUBMITTING A BOOK PROPOSAL

The author(s) should submit the following to the Editor-in-Chief, each section being written on a separate page:

- A description of the book's main ideas and distinctive theoretical contribution
- A short description of each chapter's main ideas
- A brief version of the CV of each book author or book editor
- A competitor analysis of books already published in the area that your book covers. It is important to emphasize what distinguishes the proposed book from those that have already been published (see [marketing questionnaire Routledge](#))
- A statement regarding the potential audience of the proposed book (e.g., professionals and graduate students)
- A statement indicating what stage the book is at (e.g., not yet written, 5 of the 10 chapters are completed, the book has been completed)
- A statement about the date you expect the book to be completed and submitted
- A two hundred word summary of the book for a non-specialist audience
- An example of a chapter which will give the Editor-in-chief an understanding of the tone and style the manuscript is written in

The procedure for reaching a decision about a book proposal is as follows:

- The author/editor submits the proposal via e-mail to the lead-editor.
- The Editor-in-Chief consults with the editorial board members concerning two suitable reviewers.
- The Editor-in-Chief will send the proposal to two nominated reviewers.
- The reviewers will send their review and recommendations to the Editor-in-Chief.
- The Editor-in-Chief will share the material with the editorial board members.
- If the reviews and recommendations are widely divergent, the opinion of a third reviewer will be sought.



- A decision will be reached by the editorial board about whether or not to encourage the author/editor to write the proposed book for publication in the series.
- The decision will be conveyed to the author/editor by the Editor-in-Chief. If the decision is positive, the Editor-in-Chief will contact Routledge, who will send a contract to the author/editor.