****

**Book Proposal Form**

**Guidelines for authors**

*This information is important for us before starting a discussion about your proposed book. Please complete the document in as much detail as possible, using separate sheets where necessary.*

Routledge is keen to consider proposals for new books. Publishing mainly at University level, our list includes everything from research monographs to core text books. We are able to offer:

* Global distribution and marketing. Unlike many UK publishers, the majority of our sales come from overseas. We have a strong presence in the US with our sister company, Routledge Inc., 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 ground-breaking books.

**Please take a moment to visit the following links**

* [Author Resources Available](https://www.routledge.com/our-customers/authors/author-resources)
* [Support and Services for Authors and Editors](https://www.routledge.com/our-customers/authors/support-and-services/promoting-your-book)
* [After Publication](https://www.routledge.com/faqs/author-faqs/after-publication)
* [Marketing](https://www.routledge.com/faqs/author-faqs/marketing)

The proposal you submit to Routledge will be the basis on which we judge the book’s suitability for publication. It will be sent out to be reviewed by specialists in your field. It therefore needs to be organised 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.

Please note that anything you send us may be sent to reviewers as part of the review process (including your CV) so please let me know if there is any personal information you would like removed prior to the review process.

**Book Title:**

**Subtitle:**

**I AUTHOR(S)/ EDITOR(S)**

1. Name(s) and full contact details of the Author(s) ***or*** Editor(s)
2. Telephone Number(s)
3. Email Address(es)
4. Brief note about the Author(s)/Editor(s) (please also send us your CV which lists recent publications)

**II ABOUT THE MANUSCRIPT**

Please let us have the details requested below.

1. **Brief Synopsis: 200–400 words** which will be a statement of aims outlining the rationale behind the manuscript.

Quite simply, what is your book about?

* What are its main themes and objectives?
* What are the conceptual and methodological issues that that form the basis for the book?
* What are you doing differently, or in a more innovative way (what are the key USPs of your work)?
1. **Book blurb and keywords**
* Please write a brief blurb (approx. 250 words) which would effectively describe your book to an interested reader who may not have a background in the discipline.
* Please provide 5-10 keywords for your book. Ensure that they are commonly used within your disciple. What words would the potential audience using online to search for similar material? Think of the keywords as labels for your book – they will help readers find it online.
1. **Table of contents**
* Please provide a simple **(at-a-glance) table of contents** including chapter headings and contributor names where appropriate. Do not merge with chapter abstracts.
1. **Chapter abstracts and key words**
* Please list working chapter headings and provide a paragraph/half page of explanation/abstract (of 300­-500 words at least per chapter) on what will be covered in each chapter, listing the key findings and/or arguments.
* If you have any sample chapters prepared, please submit them with your proposal. We prefer to send reviewers as much material as possible in order that they can assess your writing style and approach.
1. **Edited collections (if applicable)**
* Please supply details of each contributor's affiliation
* Is the book of a consistent academic quality?
* Are there any weaker chapters which could be cut?
* 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?
1. What are the recent **competing books** in the area?
* What are their strengths & weaknesses?
* What makes your book better than the existing competition?

**Technical details:**

1. How many tables, maps, figures, photographs if any? Please specify numbers and breakup.

*We want to support and ensure born-accessible content; for this we need your help. All figures and images will have to be accompanied with* ***alt text*** *(alternative text) in the final manuscript.*

1. Has **permission** been taken for use of copyrighted material (including essays, photographs, maps, visuals, etc.)? *The Publishers will not do so on your behalf nor finance the fee, if any.*
* Please Note: Maps cannot be used as downloaded from the Internet. Proper permission has to be taken to reproduce them. It is best to have these redrawn in B/W.
* Please **specifically** mention if you are using **Third Party Material** - content to be included in the book which will come from another source i.e. previously published material or illustrations or chapters that will be published as a journal article.
1. What is the word count inclusive of everything – notes, references etc. *We prefer 80,000–90,000 words (for authored volumes), or 100,000 words (for edited volumes) at the outside. This includes Notes and References. Authors will be expected to prune their manuscripts if the word limit is exceeded*.
	* There are special specifications for different categories/formats. Please check with your editor regarding this.
2. When will the complete manuscript be ready for submission? Can you share this with us now?
3. Are you planning to submit it to more than one publisher at the same time?
	1. **EDITED VOLUMES**

For these, please let us know:

1. If it is based on a Seminar/Workshop/Conference, please provide details (venue, sponsors, dates, etc.)?
2. Have the papers been suitably revised and updated for publication?
3. Have any of the essays in the volume been published elsewhere? If yes, has written permission been obtained from the copyright-holder/author in each case?
4. In all other cases, has written permission been obtained from the authors of the essays to include their papers in your volume?

1. **RESEARCH REPORTS**

If yours is a research report, please indicate for whom the research was undertaken; the year in which the research was initiated; the year in which the primary research was completed; the date on which the report was submitted:

1. **DOCTORAL DISSERTATIONS**

If yours is a thesis, please let us know the name of the University where the thesis was submitted and the year in which the degree was awarded.

 Please enclose/attach the reports of the examiners in case you have them.

* Please let us 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 which are designed to satisfy your examiners, but which 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 do you plan to broaden the scope of your work for a global audience?

**III MARKET & READERSHIP**

1. **Please indicate the main readership for your book. Please list the most relevant subject areas/disciplines** (required).
2. Who will read your book?
3. Is it intended for a student audience, undergraduate or postgraduate, and the course/paper and level at which your book is aimed? Please list some of the main subject areas/disciplines.
4. Will the subject have international appeal, and if so, why?
5. **Product Category**
6. Is it an introductory textbook aimed at core undergraduate courses? Please list the most relevant subject areas/disciplines.
7. Is it a supplementary text which would provide secondary reading for undergraduate or postgraduate students? Please list the most relevant subject areas/disciplines.
8. Is it a research monograph (A high-level research book aimed at postgraduates, researchers and academics rather than undergraduate students)?

**IV REVIEWERS**

Please give the names, affiliations and email addresses of three academic referees who we could approach for critical comments on your proposal and script.

**V FUNDS**

* Is the work reported in the book the outcome of any funded project? Can you suggest any institutional support for discounted bulk purchases of the book or for assisting in marketing the book?
* Is the book, or any chapters within it, linked to research funding (such as **UKRI**) that recommends or mandates publishing Open Access? If so, please give details.
* Please indicate if you are interested in making your publication available **Open Access**.
* Your funder requires open access publication
* Open access publication is not required, but you wish to explore this route
* You do not require/do not wish to publish open access

**Important Points to Note: –**

* LLMs like ChatGPT do not meet the criteria for authorship; any use of these types of tools should be clearly indicated in the proposal/article or acknowledgements as appropriate. Please have a look at our company policy - [Taylor & Francis Clarifies the Responsible use of AI Tools in Academic Content Creation](https://newsroom.taylorandfrancisgroup.com/taylor-francis-clarifies-the-responsible-use-of-ai-tools-in-academic-content-creation/).
* At Taylor & Francis we expect that our authors’ work will always conform to the highest scholarly standards. Therefore, we require our authors to undertake that their work will contain nothing which is defamatory or untrue and are demonstrated by providing references where appropriate to source material, or can otherwise be justified. Hence, please do ensure that the discussions in the book are **clearly cited** and any opinions are **backed by secondary sources/references**. Read more here: [Information on Libel and Defamation](https://asset.routledge.com/rt-files/AUTHOR/Guidelines/Important%2Binformation%2Bon%2Blibel%2Band%2Bdefamation.pdf?_gl=1*lv49le*_gcl_au*OTc0OTgzNTU5LjE3MjE5MDUyMzc.*_ga*MTMzMzM2NjUxMy4xNzI0MTM0MzMw*_ga_0HYE8YG0M6*MTcyNDgyMzE0Mi4xMC4xLjE3MjQ4MjM3NDAuNjAuMC4w)
* Please ensure that there is no use of language/vocabulary that is not acceptable globally, not in current usage or could be construed offensive.
* We recommend you **arrange for a plagiarism check/similarity check for your manuscript**, at your end. If we discover any plagiarised content at any stage, the publication will be put ON HOLD.

**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, then 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 2 or 3 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 sometimes interpret deadlines rather loosely.

**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 meeting, where each proposal is discussed and either approved (frequent), rejected (infrequent), or provisionally passed, subject to certain revisions (frequent) following which a decision on offering a contract is taken. The editorial board consists of editors, a publisher (who manages a team of editors), marketing and sales managers and sometimes directors.

Please send your proposal to the relevant commissioning editor – please only submit your proposal to one editor at a time.

**Routledge**

4 Park Square, Milton Park, Abingdon, Oxfordshire OX14 4RN

Tel: +44 (0) 20 7017 6000; Fax: +44 (0) 20 7017 6336

Delhi Contact Address: 2nd & 3rd Floors, The National Council of YMCAs of India

1 Jai Singh Road, New Delhi 110 001

Tel: + 91 (0)11 4315 5100; Fax: +91 (0)11 2334 2132

www.routledge.com | www.taylorandfrancis.com | www.informa.com

Routledge, Taylor & Francis is a trading name of Informa UK Limited, registered in England and Wales. Registered Number: 1072954

Registered Office: Mortimer House, 37-41 Mortimer Street, London, W1T 3JH; VAT Number: 365462636