

## PUBLISHING PROPOSALS: GUIDELINES FOR AUTHORS

NAME:

AFFILIATION:

This form is intended to give us a clear idea of your project in a succinct manner. Please complete it as fully as possible, or feel free to use it to structure your own proposal. Please feel free to send preliminary inquiries to Global Histories of Education Book Series editors at [bookseries@ische.org](mailto:bookseries@ische.org).

Completed proposals should be sent to [bookseries@ische.org](mailto:bookseries@ische.org)

We are committed to making publishing decisions as swiftly and efficiently as possible. However, obtaining reviews does take time and if there are any circumstances we should bear in mind from the point of view of timing, please do let us know.

We ask for sole consideration of the project whilst it is under review – or notification from you should you already have submitted this proposal to another publisher.

### THE PROJECT

**1. Proposed title and subtitle**

**2. Brief description of project's scope and content**

Include here a description of the key selling points of your project; what makes it distinctive? What are the particular benefits offered by its content, scope, organisation and/or educational features? What needs does it aim to satisfy?

### 3. **Proposed content**

Please attach a chapter by chapter synopsis of the project's planned content and main argument(s). If possible, please include major headings within each chapter. We appreciate that the content will be provisional at this stage but in order to make a fair assessment of the project's potential, your initial presentation needs to be as detailed as possible. If you have sample chapters available, please submit them also.

### 4. **Market**

The primary markets for books published in the Global Histories of Education series are History of Education, Education Foundations, Comparative and International Education, Transnational History, Global History, with General History as a secondary market. If you have additional suggestions for markets to which your proposed book would appeal and/or suggestions of college/university courses where your proposed book would be considered for course adoption please include them here.

### 5. **Competition**

Please list (including author, title and publisher) those publications that your project will be competing with. These might not be *direct* competitors, but simply what your primary readership is buying/using at the moment. What are the key benefits of your project over and above these other publications?

### 6. **Additional Information**

- a) How long do you expect the project to be overall (in thousands of words)?
  
- b) Will any of your work included in this manuscript have been published previously? This might include (either in their entirety or in significant sections) journal articles, working papers, chapters in edited collections, etc. Please note that we require the ability to publish and sell the work in print and digital formats and will need to ensure that all relevant permissions are cleared in order to proceed with publication.
  - Please give the percentage of the manuscript that is comprised of previously published work.
  - Please provide details of previously published material included in the text along with details of copyright holders.

- c) Seeking permission from copyright holders can be very time consuming and expensive. We therefore recommend that you keep to a minimum the inclusion of third party material (such as tables, figures, illustrations, photographs, quotations, and epigraphs). If you cannot avoid including such material please be aware that, unless otherwise agreed with your editor, it will be your responsibility to obtain permission to use the material in print and online. Please confirm whether you intend to include third party material and supply details.

Authors may find further information on permissions and copyright [here](#).

- d) Will the project include interviews carried out by you or your contributors? If so please give details.
- e) Is the book based on your PhD/PhD research? If so, is your thesis available electronically anywhere, e.g. an institutional repository?
- f) If your proposal stems from a specific research project please provide details of the project and the relevant funding bodies below.
- g) Does the project require any illustration? Please indicate whether you envisage including any of the following and, if so, approximately how many.
- Tables
  - Graphs/charts
  - Line diagrams
  - Photographs
  - Plate section
  - Other
- h) Are there any other particular features you plan for the project? For example, books aimed primarily at a student market may include pedagogical features including learning objectives, case studies, worked examples, further reading, etc.

- i) Do you plan any ancillary content to accompany the main text? For student textbooks this may consist of content available via a companion website (e.g. PowerPoint slides, revision questions, additional case studies, useful web links, etc.)
  
- j) When do you realistically propose to deliver a full manuscript to the book series editors?
  
- k) At Palgrave Macmillan the peer review system is an integral part of the book submission and evaluation process. The peer review system ensures that published research is rigorous and meets the international standards set by each discipline. We engage in a collaborative refereeing process which ensures that the work submitted is evaluated and commented upon by independent experts within the relevant field(s). The feedback is then shared with the author; however, the reviewer's name is not disclosed unless specifically requested by the reviewer.

Please provide names and affiliations of 3-5 experts in your area who are well-positioned to evaluate the project and offer feedback. Peer reviewers should be experienced scholars with a track record in the area. We ask that the names below be unbiased and do not include scholars in your department, from your thesis committee, or that have served in an advisory capacity to you or the project in the past. Please note that we consider these suggestions and we may not necessarily use them.

- l) Why did you choose to submit your proposal to the ISCHE / Palgrave Macmillan Global Histories of Education Book Series?

## 7. Author Information

Please provide below complete contact information for yourself and any co-authors/co-editors, along with a biography and a full CV for each author/editor. For edited collections please provide the names, positions and affiliations and/or 1-2 line bios (but not full contact details) of all contributors.

Name(s)

Job title(s)

Work address(es)

Work telephone number(s)

Home address(es)

Home telephone number(s)

E-mail address(es)

Date of Birth (required for copyright purposes)

Nationality (required for copyright purposes)

Short biography

- Include any personal or professional information relevant to this publication, e.g. previous books, related teaching/research experience
- Include details of any social media activity you use to promote your work, e.g. blogs, personal websites, use of Twitter or Facebook, etc.