**Ecologies of Architecture**

Book Series – Proposal Guidelines

## Preparing your book proposal

Please save your book proposal as a Word document and include the following information that will help us to review your proposal and reply to you promptly.

## Title

* The main title should be short and clear, communicating what the book is about.
* Subtitles can add more information.
* Please include keywords in your title and subtitle to help readers to discover the book.

## Byline

* Names, affiliations, Orcid-ID, and 100-word bioblurbs of all editors and authors.

## Headline

* Summarise your book in 10–15 words without repeating the title or subtitle.

## Pitch

* One 150-word paragraph – describing the main purpose of the book: what it is about, why it is important and how it will benefit the reader.

## Key features and benefits

* A brief bullet-pointed list of the distinctive qualities and benefits of the book.
* Be precise and give examples: Which primary sources does it draw on? Who does it engage with? If it is transdisciplinary, which disciplines does it bring together?
* Each key feature should be one statement.

## Keywords

* A list of around 5 keywords that cover the central ideas of your book.

## Short synopsis of the aims, scope, argument and approach of the book

* Which subject area or areas does your book fit into?
* How will you approach and present the topics?
* How will your book be structured?
* Which themes, concepts and ideas do you develop?
* How deep is the coverage? Is it an overview or an in-depth study?
* What will be included and what will be left out, and why?

## Chapter-by-chapter description

* The table of contents.
	+ Make sure that all chapter titles – including the introduction and conclusion – have keywords that describe the chapter, so that the chapter title stands alone.
* A paragraph outlining the content of each chapter – including the introduction and conclusion.
* The estimated word count for each chapter.

### What type of book are you proposing?

* Monograph
* Edited collection

### What level of reader is your book suitable for?

* Master students
* Postgraduate students
* Academics, scholars and researchers

## Competing and comparable books

* Please list 3–5 competing or comparable books published in the last 5 years.
* Include the title, author, publisher, publication year, and number of pages.
* Think of these as forming the basis of a recommendation.

## Word count

* Max. 75 000 words including any preface, acknowledgements, notes, and bibliography.

## Timeframe

* What is the expected manuscript delivery date?

## Writing schedule to delivery of complete typescript

* Indicate when you confidently expect to deliver your completed, final manuscript.
* Writing often takes longer than our authors expect – please be realistic with your estimate!

## Sample material

* Supply a sample chapter or other published material related to your proposed book.
* A sample chapter is required if this is your first authored book.
* Send us your samples as separate Word documents.

## CV

Include:

* A list of relevant publications.
* Your full postal address.
* Contact telephone numbers.
* Your email address.

## Peer review

* List 4 specialist readers who it would be appropriate for us to approach for an academic opinion about your proposal.
* Include names, institutions and email addresses.
* Do not include colleagues from your institution, your PhD supervisor or examiners.

## Edited collections

* Names and affiliations of suggested contributors.
* Title, synopsis and word count for each proposed chapter.
* The quality control and editing procedures that you will adopt as the editor.

## For books with figures (including tables and charts), please include the following information:

* The illustration type. For example: photographs, drawings, maps, diagrams, graphs, charts, etc.
* The number of illustrations in each chapter.
* Please note that the publisher will not cover copyright permissions costs.

## Reproducing material in copyright

If you plan to include material in copyright that requires permission to be cleared (e.g. substantial prose extracts), let us know whether you have secured and paid for the necessary permissions or have access to funds in order to do so.

# Submit your book proposal

Email your book proposal as a Word document, together with your sample material, to ecologiesofarchitecture@gmail.com