



Charles Darwin University Press

Proposal Guidelines

What to include in your proposal:

- ✿ **Proposal Cover Sheet:** This should include the following details:
 - Manuscript title
 - Proposer's name
 - Proposer's contact details (address, phone, email)
 - Names of all authors / editors
 - Category: type of book / subject / regional focus
 - Number of maps / drawings / charts / photographs to be included
 - Proposed page length
 - Date submitted

A cover sheet form is available from CDU Press.

- ✿ **Information to be included:**
 - Author's details (three or four sentences about (each) author / editor)
 - A summary of the contents (1-2 pages)
 - Audience – who do you expect will buy your book?
 - What stage is the manuscript at? If not complete, estimated completion date.
- ✿ **Manuscript:** In the first instance, it may be appropriate to provide only the following:
 - A contents list or detailed chapter outline.
 - Two or three sample chapters.

How to submit a publication proposal

- ✿ Proposals may be submitted electronically and/or in hard copy.
- ✿ CDU Press aims to respond to proposals within three months of receipt.
- ✿ The CDU Press Editorial Board will consider proposals considered relevant to its current focus and priorities. Proposals falling outside these areas may not be considered.
- ✿ The CDU Press Editorial Board may request an assessor with some knowledge of the subject area to provide an anonymous reader's report on the proposal. The reader's identity is not normally revealed to the author.
- ✿ CDU Press will make a decision on the proposal and inform the author. The decision will normally be one of the following:
 - Rejection
 - Invitation to revise and resubmit
 - In principle agreement to publish, subject to a suitable final manuscript and reasonable costing
- ✿ Further information on the CDU Press publication process can be found on the CDU Press website: www.cdu.edu.au/cdupress/ForAuthors.html