

Reroq Publishing - Proposal Requirements

We only publish a few books each year and are discerning in the titles that we accept. If you are sending us a proposal we find the following information useful when considering material for publication. Please try and complete as much as possible. Your submission **MUST BE ELECTRONIC** we do not accept hard copy manuscripts under any circumstances.

The preferred format is as a word-processed document (up to MS Word 2002 - later versions must be saved as a compatible format), rich text file or pdf (up to Acrobat 8.0). Please ensure there are no password protections or encryption anywhere within the document(s).

Unless the project has already been virtually completed we would suggest that you do not adopt any styles within the document. Arial 12pt or Times New Roman 12pt font is perfectly OK. We will look for consistency of things like punctuation and use of italics and capitalisation in the submission. (To be fair to our Editors, these things **should** be part of your own writing capabilities.) Since we will be viewing everything electronically there is no need to double space your manuscript.

Need

Why are you developing this project?

Why will people want to read about this topic at the present time?

How is the topic of increasing rather than passing or declining importance?

Purpose

What is the work designed to accomplish?

How does it meet the need you have identified?

Contribution

What new information is offered?

In what ways would the work add to current knowledge and practice?

Intended Audiences

Be specific and describe the primary, secondary, and other audiences with respect to discipline, affiliation, and position or title.

Uses

What would the work help the audiences to do, understand, improve, carry out, and so on?

Distinguish between the uses for the practitioner, academic, and general audiences -- or whatever distinction is most meaningful.

Knowledge Base

What is the research or experience base for the information in the project?

Briefly describe any special studies or previous work relevant to this project.

Title Possibilities

Along with your current working title, please suggest several alternative titles.

Length

How many words do you anticipate the manuscript to be?

Outline of Contents and Chapter-by-Chapter Descriptions

Tell us something about the purpose and contents of each chapter, giving specific details and examples as well as general statements. Also explain the logic of how the work is laid out.

Sample Chapters

Please submit the plan with two or three sample chapters.

If you would like some feedback before you prepare the sample chapters, send the plan without them, and we will offer an initial reaction.

We prefer to learn of projects in their early stages to point out potential problems and offer editorial suggestions.

Format

How do you envision your final product?

Will your project be a book only or do you envisage additional material such as a DVD?

Are you proposing a single product or a group/series of products?

Related and Competing Works

Please list the author, title, and publisher of the main related and competing works; describe why they are not adequate to meet the need you have identified; and tell us why you believe your work will be different or better.

Potential Text Adoption

In addition to general sales, some author's works are used as texts in college and university courses and corporate and government training courses. If your work would have such text use, please describe the level, titles, and average enrolment of courses for which it would be appropriate; the kinds and approximate number of institutions with such courses; and the competing texts.

Timetable

What schedule is there for preparing sample chapters (if not already included), the complete draft manuscript, and revisions of the manuscript?

Other Publishers

Has the manuscript been sent to other publishers for consideration? If so, which ones? Note that we have no objection to your informing other publishers that we are considering the proposal.

Background Information

Please attach a summary CV or biographical note setting out your professional and educational background, including prior publications plus anything that makes it clear why YOU are the right person to produce the proposed work.

Email your proposal

All proposals should be addressed to the Editorial Department.

Categories

Let us know which of the following categories you think the proposal falls under. Work outside these categories will **only** be considered if you have approached us beforehand and we have agreed to look at the proposal. Proposals submitted outside these parameters will not be replied to.

Biography
Business / Management
Coaching
Education
Entrepreneurship
History
Not-for-Profit & Social Leadership
General Interest
Psychology
Travel

Send all proposals to the following address:

editorial.publish@reroq.com ensuring that the attachments do not exceed 2MB.

Please note that you should allow a minimum of three weeks from sending before we may respond.