**conference book proposal questionnaire**

Please use space as necessary. This is an open document.

This form is available online at <http://www.appleacademicpress.com/publishwithus>

Please complete this form as thoroughly as possible and send it to Apple Academic Press.

While we generally do not publish complete conference proceedings per se, we would be interested in publishing a book of the **best selected edited papers from the conference on a specific theme** within the broader topic of the conference. We find that books on targeted topics are more marketable than general proceedings. Ideally, we would like the total number of manuscript pages to be between 275–350 (11 Times Roman, 1.5 line spacing).

Please note that we require the actual list of papers/chapters/articles before considering the proposal, so it is best to wait until you have the conference papers before submitting the proposal. This will help us to verify that the selected papers are theme related.

Please read the section titled **IMPORTANT NOTES ABOUT THE BOOK’S CONTENT** at the end of this questionnaire before proceeding.

Date of completion of this questionnaire:

Questionnaire completed by Author(s)/Editor(s):

1. PROPOSED BOOK TITLE

(tentative: title may be subject to change by mutual agreement of the author(s)/editors and publisher)

1. Conference title, date, location, host/sponsor, URL, etc:
2. Proposed editor(s) of the selected papers from the conference. Please also provide editors’ affiliations and contact information.
3. Is this book to be published under an existing AAP book series? If so, which?

3. Has any part of this submission (text/pictures/tables/graphs, etc.) been published previously in print or electronic format?

***Please note that if any material (text, figures, illustrations, etc.) has been published before, in either print or online, permission is necessary (we require copies of documents or emails noting permission has been granted). Permission may not be needed for 1) your own work if the original publisher has given you permission to reuse your own work (with proper citation), 2) works in the public domain, and 3) open access material that specifically allow reuse for commercial purposes, but note that proper credit MUST still be given.***

5. Your name, address, and contact information FOR EACH BOOK EDITOR, listing them in the order they should appear on the book. Please include name, highest degree, title and affiliation, address, telephone, fax, and email address.

Also include country of citizenship and birth date:

(*The US Library of Congress and* [*Library and Archives Canada*](http://www.bac-lac.gc.ca/eng) *request this information for library cataloging in publication information.)*

6. Notes on author(s)/editor(s) (such as your expertise and reputation in the field, other books published, etc. Note if you are considered an up-and-coming talent, have many years of experience in the field, etc.). Include things such as professional wards and designations, expertise and experience in the subject field, previously published books (please list only a few titles with newest first), courses you teach, etc.

7. Estimated number of manuscript pages:

*(Please note that we require a minimum of 270 manuscript pages, 11 point Times, 1.5 leading.)*

8. Projected submission date of the manuscript:

9. Description of the book (please include several paragraphs **ABOUT THE BOOK;** **please do not copy and paste** the preface/introduction here). Again, note that the papers should all focus on a very specific theme or topic from the conference. (We do not wish to consider proposals based on broad topics.)

10. Explain what the book will do for readers.

11. List at least 5 specific selling features of your book.

12. What makes this book unique and important and appealing to potential purchasers?

13. Will the papers be peer-reviewed?

14. Are conference organizers charging contributors a fee for submission and publication for either presentation at the conference or for publication in a proceedings?

15. Who are the contributors? Are they experienced and senior academicians/researchers or are they students?

15. Will the editors of the books also be authors of any of the chapters/papers within the book?

16. List **tentative or actual contents** (actual papers). (You should have the selected papers in hand before submitting your proposal.)

17. Please estimate how many figures, equations, photos, tables, etc. will be in the book:

Figures:

Photographs:

Tables:

Equations/formulas:

Other:

18. Are the references cited up to date, citing publications that were published in very recent years? This can be crucial for libraries and reviewers to purchase your book.

19. List other features will be included in the book, such as case studies, glossary of terms (for textbooks only).

20. Audience for book: Please list audience in order of relevance, such as professors/instructors teaching specific courses, students in specific courses, college libraries, bookstores, etc. **Please do not over-exaggerate the book’s markets.**

21. Do you plan to promote sale of the work to the conference attendees and/or will you be able to provide an email list of the attendees?

22. Will you be using this book in classes or workshops that you teach?

23. At how many colleges and universities are the relevant courses taught? Please name several relevant courses.

24. Are there many competing titles published in this field? Please list three.

25. Do you have lists of colleagues who may be interested in purchasing your book that you would be willing to share with us for the purpose of your book? (We may wish to send an announcement on the book to them, as appropriate.)

26. Other information that might prove helpful in considering the book for publication:

23. Please list 3–5 possible reviewers for this proposal, including their names, email addresses, and work affiliation. Please include those from different countries internationally, not just your own. *(We may request that these people act as prepublication reviewers for marketing purposes, so please do not list contributors to your proposed book.)*

Reviewer 1:

Reviewer 2:

Reviewer 3:

Please complete this form as thoroughly as possible and send it to Apple Academic Press with the introduction or preface (tentative okay), a chapter from the book, or a professional writing sample from another book or article written by you.

**Important notes about the book’s content:**

Chapters should be peer-reviewed or vetted very carefully by the book’s editor(s) for original content, relevance, satisfactory grammar, etc. Chapters should be geared toward upper-level students, faculty, researchers, scientists, industry professionals, etc., as appropriate. They should **not** be introductory in nature or general overviews. (If chapters are peer-reviewed, please try to mention that in the preface to the book.)

Chapters should clearly relate to the book’s topic as described in the original book proposal and **should not be a compendium of loosely related chapters under a broad theme. Books should concentrate on a specific theme within the broader topic.**

Books should have international/global focus and appeal, as appropriate to the subject matter, and edited books should have chapters written by authors from different countries. It is also ideal if one or more of the book’s editors are chapter authors.

If the content is intended to focus on only one region or country, please clear that with the publisher first unless that was clearly stated in the book proposal questionnaire you submitted.

Prior to indicating acceptance of chapters to chapter authors (for edited works), we will require you to send us your suggested table of contents for our approval before proceeding. This will help us to help you with the editorial organization of the book for quality and marketability and will prevent unnecessary communication later with chapter authors whose work was later rejected after being accepted.

Send to:

Sandra Jones Sickels, VP, Editorial and Marketing

[Sandy@appleacademicpress.com](mailto:ashish@appleacademicpress.com)

or

Sheetal Kumar, Assistant Publishing Manager

[Sheetal@appleacademicpress.com](mailto:Sheetal@appleacademicpress.com)

v.4.29.2022