

BOOK PROPOSAL FORM

The information requested in the book proposal form is important for us in evaluating your proposed book. Please complete the document in as much detail as possible.

There are two ways of submission, both of which require a book proposal form:

1. Submit a book proposal form and two sample chapters, preferably the first chapter and one other. Should your proposal fit our publishing programme, we will request your full manuscript.
2. Submit a book proposal form and your full manuscript. Choose this method only if you are sure your manuscript fits our publishing scope.

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1. **Date:**

2. **Author(s)/Editor(s) name (as you wish it to appear on the book):**

3. **Contact details**

Correspondence address	Residential address	Tel (w): _____ Mobile: _____ Email: _____
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4. **Author's biography (not more than 150 words)**

5. **Proposed title of the book:**

6. Description of the book. What is the book about?

Please provide a brief synopsis of your book detailing the rationale behind the book and the main themes and objectives.

7. Length

- estimated number of A4 pages: _____
- estimated number of words (including notes, appendices and bibliography): _____

- 8. Research the work is based on for example, primary or secondary data, field research, interviews etc.** Published sources must be properly referenced and if you have used material from another author's published work, you must demonstrate that you have permission to use it from the author concerned.

9. Expected date of completion of manuscript:

UNAM Press requests **the right of first refusal** when the full manuscript is submitted. We ask the author not to submit the manuscript or any version thereof to other publishers while the manuscript is in the UNAM Press publishing process.

10. **Special features (e.g. black and white or colour illustrations / maps / tables / graphs):** Please indicate if these are original or, if copyrighted, whether written permission to use them has been granted.

11. **Market** (the intended readership):

- Is it intended for researchers / postgraduates / undergraduates / special interest groups e.g. professional groups, scholarly societies, or other organisations that would have a particular interest in your book? Please be specific e.g. if intended for postgraduates mention the specific field of study, give the names of professional societies and organisations etc.

- What area of studies would this book fall into (e.g. development studies, linguistics, history, physics, art)

- What **specific university courses** might use the book as a core text?

Please state the course title, the degree programme, department/faculty and University name, e.g. Administrative Law, BACHELOR OF LAWS HONOURS, School of Law, University of Namibia

- Explain why the book is important:

12. **List any similar books and how your book will differ from the competition:**

13. Grants or subsidies available for research or publication costs (tick box):

NO

☐

YES

☐

(If yes, please list)

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14. Indicate whether you have published sections of the book before (e.g. as a journal article, book chapter, etc.): Please indicate if you have permission from the original publisher to re-publish.

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15. Please list your three latest publications (Book, book chapter or journal article). Provide the full reference/citation. No newspaper articles.

16. Where did you hear about UNAM Press? _____

Please attach the following documents when returning this form:

- **Two** sample chapters (ensure that the chapters and manuscript you submit adhere to the guidelines provided in our *Instructions to Authors* document before submission).
- List of chapters (table of contents) and description of each chapter.
- List of contributing authors and short biography (\pm 150 words), if applicable.
- List of six appropriate possible reviewers (local and international).

☐

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