



BOOK PROPOSAL WORKSHEET

Please type or print clearly.

Submitted by Author _____ Editor _____ Date _____

Name _____

Address _____

City/State/Zip _____

Telephone _____ Email _____

Collaborator(s) _____

1. Title of proposed product:

2. Has this product, in whole or in part, been previously published or distributed?

Yes _____ No _____

If *yes*, by what publisher:

Where? (e.g., journal, book, etc.):

Who holds the copyright on this product:

If this material is copyrighted by an organization or individual other than you, has copyright permission been obtained for re-publication by AACCC?

Yes _____ No _____

If *yes*, please attach copy of the permission letter.

3. Is this product currently being considered for publication by another publisher?

Yes _____ No _____

If *yes*, please explain:

4. Is this product the proceedings of a conference?

Yes _____ No _____

If *yes*, please give name and date:

5. Give a brief (300 words or less) description of the Purpose and Scope of the product.
(Please attach a separate sheet, if necessary.)

6. Who is the intended audience?

What specific use would the audience make of this product (e.g., daily reference; periodic reference; classroom teaching tool; self-assessment tool, etc.):

7. Intended format of product (text, reference book, handbook etc.):

8. Educational elements of product (suitable for coursework, could be accredited for continuing education, etc.):

Will product contain self-assessment questions?

9. Competitive products (products on the same, or a similar subject) — please list authors and publisher, publication date, price, etc., if known:

10. Does the product have series potential — i.e., related materials AACC might produce?

11. When will product be submitted in final form? _____

12. Characteristics of product:

Anticipated number of double-spaced typed pages _____

Anticipated number of chapters/sections _____

Anticipated number of tables _____

Anticipated number of line drawings _____

Anticipated number of photographs _____

Anticipated number of color illustrations _____

Any other special design considerations/requirements? _____

13. Will product have an electronic component? Yes _____ No _____

Windows _____ Macintosh _____

3.5" Disk _____ CD-ROM _____

Number of megabytes _____

14. Indicate scholars in your field who are competent to review your product:

15. Please attach a curriculum vitae, including professional affiliation, advanced degrees, and titles of previous publications.

16. Please submit one of the following along with the completed proposal worksheet:

Manuscript _____

Rough Draft _____

Outline _____

PLEASE NOTE: All manuscripts must be submitted in a Windows-compatible electronic format when in final form.

Send this proposal to:

**Joanna Grimes
Managing Editor, AACCC Press
Publications Department
1850 K Street, NW, Suite 625
Washington, DC 20006**

Questions? Contact Joanna Grimes at 202-835-8740 or 800-892-1400, ext. 1740; email jgrimes@aaccc.org.