



## SUBMITTING A PROPOSAL TO ASCE PRESS

Authors with a book idea are encouraged to submit a proposal concerning their work *before* they begin drafting a manuscript. This way, authors can consult with the ASCE acquisitions editor to identify a book's best audience and to shape the content for best delivery to that audience. Full manuscripts will not be considered in lieu of a proposal.

A strong proposal combines details about a book and its potential readers with a demonstration of the author's qualifications to write it. The proposal should be in the form of a memo or report, accompanied by a cover letter. The proposal should consist of the required elements listed below and as many of the optional elements as possible. A typical proposal runs 8 to 12 single-spaced pages, plus sample chapters.

### REQUIRED ELEMENTS OF A BOOK PROPOSAL

- Contact information for the authors and an indication of the lead author, including complete name, address, telephone, and e-mail address.
- A working book title (and optional subtitle)
- One or two paragraphs summarizing the book's intention, scope, and content, including details about the book's special or original features.
- Annotated table of contents: chapter titles and main subheadings, plus a brief summary of each chapter.
- Target audience: description of the main and secondary audiences for the book, including their expectations for content and technical level.
- Related works: description of how the proposed book relates to previously published works in the field, along with a list of competing titles (including author, title, publisher, and year of publication).
- Qualifications: a résumé or brief summary of each author's experience and relevant qualifications, including significant publications or engineering projects, not to exceed four to five pages per author. For edited volumes, include the names and affiliations of all contributing authors.

### OPTIONAL ELEMENTS FOR A BOOK PROPOSAL

- Sample chapter(s), not to exceed 40 double-spaced pages. (Alternatively, authors may submit published papers or articles on a similar topic as writing samples.)
- Manuscript details, including the estimated number of double-spaced manuscript pages, approximate number of illustrations, and projected date for completion of a draft manuscript.
- Potential reviewers: list of colleagues and peers qualified to review the proposal, including complete name, affiliation, telephone, and e-mail address.

Queries and proposals may be submitted by e-mail to [ascepress@asce.org](mailto:ascepress@asce.org) or by postal mail to: ASCE Press, 1801 Alexander Bell Drive, Reston, VA 20191.