



## **PUBLISHING WITH ACPA BOOKS**

In partnership with Taylor & Francis's Routledge division, ACPA Books intends to nurture the development and publication of original content by authors with broad appeal to an interdisciplinary audience of researchers, scholars, and practitioners in the field of student affairs as well as the broader context of higher education. Publication themes have ranged from history and systems, to theory, to practice applications.

New authors/editors working with ACPA Books receive significant guidance and assistance in the publishing process that is not available when working directly with a publisher. For more experienced authors/editors, publishing with ACPA Books is a great way to "give back" to the organization. As such, royalties from all books published through ACPA Books are returned to the association. Authors benefit by having their works published, which may enhance their professional reputations and lead to greater professional opportunities for such activities as consulting, keynote speaking, and invited presentations.

We welcome submissions of book proposals on topics related to, but not limited to the following: student growth and development; diversity in higher education; student access, success, and retention; mental health among college students; campus safety; and equity in higher education.

The criteria used to evaluate your proposal will include:

- The topic's contribution to the field
- The author's/authors' ability to present new and significant information and observations about the topic

Please note:

- The content must be derived from a solid knowledge base of theory, research, and/or practice.
- The proposed work should address as many dimensions of equity and diversity as is appropriate to the subject matter in a manner that reflects the best theory, research, or practice available to the profession regarding cultural concerns.
- Whether the focus is on current and emerging issues, or on historical perspectives, ACPA scholarly books must contribute to knowledge and action, and spell out the implications of findings or offer suggestions about what practitioners and faculty can do in relation to the topic.

For more information or to submit proposals, please contact ACPA Books co-editors, Laila McCloud (mcclolai@gvsu.edu) and Kevin Wright (kevinwright2092@gmail.com), with questions.

# **BOOK PROPOSALS**

## **1. Working title**

## **2. Description, scope, content and purpose**

Explain your subject matter and provide a rationale for why your project is timely and why it will appeal to your intended audience. Describe its scope, and the topics that you plan to cover. What are you contributing to the subject? What new insights or research findings have you developed? Are you presenting or synthesizing known material in a new way, or for a new audience?

If you are proposing an edited book, whom do you plan to approach as chapter authors? Have any contributors committed themselves to the project? With edited books, achieving cohesion and getting everyone to contribute to your overall objectives, requires particular planning and attention. Are you familiar with the contributors' writings, and are you confident they will follow your guidelines as editor?

## **3. Audience**

Be as specific as possible in terms of academic discipline or job title, type of institution/company. Distinguish between primary and secondary audiences, and consider specific geographical appeal if relevant (e.g. likely interest in specific national markets). If you're proposing a textbook, specify level and courses, and give your best estimate of market size.

## **4. Need**

Define the need your book will meet or create. Why will people buy it? What does it do, or do in a new way, that meets the need of your intended audience? Will it significantly add to a body of knowledge, or significantly improve practices?

## **5. Competition**

List competing and related works (giving author, title, and publisher; or a hot link to the Amazon entry) and explain specifically how your book differs from or improves upon the competition. Bear in mind that competition may include materials available in journal form or online. State whether price, timing, or format issues are critical.

## **6. Qualifications & related activities**

Although this may duplicate information in your resumé / curriculum vitae, highlight the work you've done which is relevant to this project. Also let us know if you lecture outside your institution, give presentations at meetings, are otherwise involved with information media related to the subject of your book (are you on the board of a journal; an owner of a listserv?), or active in a relevant organization or association. Do you have influential contacts in your field who might be willing to give a pre-publication endorsement?

## **7. Table of contents**

Provide a line or two of description with each chapter title

## **8. Format, length, special features**

Let us know if you have specific ideas about format: Traditional book? Binder product? Electronic component? Large format? Additional Web site material? Provide an estimate of

length in terms of thousands of words (a typical double-spaced, word-processed page in 12 point type can run from 300 – 350 words, depending on margins). Does the book need illustrations? Are there any unusual features?

### **9. E-books**

E-book editions (in both networkable library editions and single-user consumer editions that allow portability across devices) are issued simultaneously with the print edition. Our e-books incorporate internal navigation so that, for instance, each element of a table of contents will link to its corresponding chapter, and readers will be able to navigate back and forth between a footnote numeral and the footnote text, as well as index terms. All URLs will be hotlinks to enable immediate accessing of corresponding Web sites from within the book.

### **10. Timetable**

Give an estimate for completion of manuscript. Are there any factors, which should influence publication date, such as a conference or anniversary of a related event? Be realistic about your existing commitments, travel, etc., and how much time you will be able to devote to writing.

### **11. A note about dissertations**

If your project is based on your doctoral dissertation, it is almost certain that you will need to undertake major rewriting and restructuring to turn it into a marketable book. The purpose of a dissertation is to display your skills as a researcher and scholar; and the audience consists of your committee. To convert your dissertation into a book for a broader audience, we recommend you read Germano, W. (2005). *From Dissertation to Book*. Chicago: Chicago University Press.

<http://www.press.uchicago.edu/cgi-bin/hfs.cgi/00/151409.cbl>

### **12. A note about writing**

Even your academic peers appreciate straightforward, clear prose. In general, more accessibly written books gain wider readership. We recommend you read Gail Hornstein's article "Prune That Prose" that appeared in the *Chronicle of Higher Education* of September 9th, 2009:

[http://chronicle.com/article/Prune-That-Prose/48273/?sid=at&utm\\_source=at&utm\\_medium=en](http://chronicle.com/article/Prune-That-Prose/48273/?sid=at&utm_source=at&utm_medium=en)

### **13. Accompanying Material**

We ideally like to see proposals accompanied by:

- a. A writing sample - A draft chapter or introduction is desirable but not vital.
- b. CV from each author