

Submitting a Proposal – Author Guidelines

We are keen to consider proposals for new books. We can offer:

- Expertise in legal publishing – Our editorial, marketing, and production team specialises in publishing law books and so have extensive experience and knowledge of the law market.
- Global distribution and marketing – We have a dedicated international sales team, and unlike many other UK publishers a significant proportion of our sales come from overseas.
- Quality design and production values – Our books are produced efficiently, quickly and attractively using the latest technology.

The proposal you submit will allow us to evaluate your publishing project and to understand how your proposed book might fit with our existing publishing programme. Furthermore, it will be sent to experts in the field in order us to enable us to solicit constructive and detailed feedback from academics or professionals to ensure the broadest possible appeal for your book.

Please answer the questions as fully as you can; the more information you supply, the more effectively we will be able to promote and sell your book.

Feel free to add any supplementary information you think may be important.

If your proposal concerns Commercial, Construction or Insurance Law, please return to:

Joshua Wells
2 Park Square, Milton Park, Abingdon OX14 4RN
t: 020 7017 6243
e: joshua.wells@tandf.co.uk

If your proposal concerns Maritime or Transport Law, please return to:

Faye Mousley
2 Park Square, Milton Park, Abingdon OX14 4RN
t: 020 7017 6093
e: faye.mousley@tandf.co.uk

AUTHOR/EDITOR:

TITLE OF BOOK:

Synopsis

- Please provide a brief synopsis of the book. This should be around 350 words and should effectively describe your book to an interested reader who may not have a background in the discipline.
- Please give a more detailed description of your book summarising the subject, your aims, scope and general approach of the book.
- How many pages/words do you think your book will be?
- Will there be any diagrams/illustrations/photographs? If so, how many?
- What stage is your writing project currently at, and how long do you think it will take you to complete the book?

Content

- Please provide table of contents for the book including chapter headings and a short description of what will be covered in each chapter. Please include contributor names where appropriate.
- How quickly is this field advancing and for how long do you envisage the content being valid?
- Is there any content—for example, case law/ statutes/ regulatory information or case studies—that would require regular updating?
- Have any professional colleagues seen this work, and can you share their comments with us?

The Market and Readership

Please take some time to share your vision of the market with us.

- Why is a new book needed? What existing gaps/requirements does your book fill?
- Describe, in order of priority, the professional/commercial sectors the book will appeal to, e.g. legal practitioners, policy-makers, other industry professionals, or government officials (the more specific you can be the more this will help us assess the commercial potential of the project).

- What elements of the book would aid the working practices of a professional working within this discipline, and why?
- Please describe why you think the professional audience you have described would wish to buy this book rather than getting the content from other sources such as the internet.
- Do you anticipate the book being required, recommended, or supplementary reading on any academic courses/modules? If so, at what level? Can you name some typical courses/titles at specific universities?
- Do you anticipate the book being bought or read by academics and researchers to aid their research? If so, in what academic disciplines might they read it?
- What other books are currently available which do something similar to your book?
- How will your book differentiate itself from these potentially competing texts?
- Would this subject have international appeal outside your own home country? If so, where?

Sales and Promotion

- Who do you think should review your book? (specific contacts or names of relevant journals would be very helpful)
- Do you belong to any societies, associations or organisations that could be used for promotional purposes? Please provide a list.
- One key promotional tactic is to send review copies to relevant journals. Please list in order of importance the top five or ten key journals whose readership you think would find your book most interesting and would be likely to either purchase a copy or recommend that their library do so
- Conferences: We are represented at many conferences. Please give details of conferences or professional meetings at which it would be useful to advertise your book.
- Is the work reported in the book the outcome of any funded project? Can you suggest any institutional support for discounted bulk purchases of the book or for assisting in marketing the book?

Personal Information

- Full name and title:
- Your name as you would like it to appear in advertising copy:
- Degrees and professional qualifications:
- Your present appointment and full address:
- Previous appointments of relevance to your book (with dates):
- Correspondence address (please include tel and email):
- Previous books published (please give dates of publication and publisher):
- Professional achievements which make you particularly qualified to write this book:

What will happen next?

External feedback

Our Editorial team will evaluate your proposal and we will then invite feedback from specialists in this area. We normally solicit 2 or 3 reports from our reviewers and ask them to give us independent advice on the content, quality and potential market based on your proposal or manuscript. You should expect this process to take roughly 6-8 weeks (although this can take longer at busy times).

Editorial Board

If the reviews have been positive and you are keen to proceed, our editors will submit a formal proposal for the consideration of our Editorial Board.

The Final Stage

Provided your proposal is accepted, we will then issue a draft contract. Once we have agreed on terms, you should sign and return the contract with an agreed date for delivery of the draft chapters or manuscript. Upon delivery, your book will be handed over to a Production Editor who will oversee the copy-editing and production process. We will then publish, market, and sell the book.