

Proposal and Submission Guidelines

AUS Press welcomes proposals for books from both experienced and first-time authors. We publish scholarly works such as research monographs and edited collections/anthologies, as well as trade books that pertain to our areas of interest.

Please email your proposal to: submissions@aus.edu. We strive to respond to all proposals and submissions in a timely manner, but since it takes time to carefully consider and respond we ask for your patience. Please follow up with us if you have not received a response within 8 weeks of submitting your proposal.

Let us know if you are submitting your proposal to other publishers.

If we are interested in your proposal, we will be in touch about the next steps in the evaluation and publication process.

Proposal Guidelines

A strong proposal typically spans 5 to 8 pages (not counting CVs or supplementary samples). Leverage your proposal to construct a compelling argument for your work by articulating its primary objectives and highlighting the distinct advantages it provides over similar current titles.

Make sure this document is polished and thorough, since it will serve as your primary pitch to the editorial board and external reviewers.

Scholarly proposals should include:

- Working title
- Brief description of your project including its main arguments
- Explanation of how your project contributes to the field
- Information about your book's intended audience, comparable/competitive titles, and fit with an area in which the press acquires
- Table of contents
- Chapter summaries
- Projected total word count (including notes and bibliography) and number of illustrations, if any
- Manuscript status (if not finished, provide an estimated date of completion)
- Sample chapter(s)
- Brief biography of author(s) and a CV/résumé

Proposals for edited collections/anthologies should also provide a list of contributors, indicating who has committed to the project and which pieces have been previously published.

Trade proposals should include:

- Query letter
- Working title
- Brief description of your project (maximum 250 words)
- Information about your intended audience and comparable titles and/or authors
- Projected total word count and number of illustrations, if any
- Manuscript status (if not finished, provide an estimated date of completion)
- Biographical details and summary of your platform
- Sample chapter

Manuscript Submission Guidelines (Preparation and Formatting)

Preparation:

Once your manuscript has been accepted for publication with AUS Press, please follow these guidelines before sending the complete manuscript to us:

- Review your manuscript carefully before you send it. Check facts (names, places, dates). Check any quotations and their original sources.
- Carefully read through your manuscript with an eye for language that could be seen as libelous or biased.
- AUS Press follows *The Chicago Manual of Style* (currently in its 18th edition) and the *Merriam-Webster* dictionary. Please use this reference as you check for consistency in spelling, capitalization, punctuation, and notation.
- Review any tables, diagrams, and illustrations to make sure the numbering is sequential and the captions match.
- Check the structure and organization of the manuscript, to make sure that headings and subheadings are correctly ranked.

Formatting:

Please use Microsoft Word and submit your manuscript as a .docx file. To avoid delays in the production process, follow these instructions:

- Submit separate document files for each chapter or other element (foreword,

introduction, appendix, etc.)

- Keep notes embedded in the text at this stage. Notes should be numbered from 1 within each chapter, not consecutively throughout the manuscript.
- Make sure each file is easily identifiable (“Chapter 1”, “Introduction”, etc.), and do not submit files that are unrelated to your manuscript.
- Use 1-inch margins all around.
- Double-space everything.
- Use a minimum of formatting tools. No boldface, no centering, etc. Do not use the automatic hyphenation and right-justification features of your word processing software. Use tabs, not spaces, for paragraph indentation or to align text.
- Make sure that there are no comments, annotations, or hidden text in your electronic files.
- Be sure to keep a copy of the electronic files you send in. Do not submit multiple versions of a final manuscript. Any revisions after your final submission must wait until your review of the copyedited files.