

SUBMITTING A PROPOSAL

The proposal you submit to Pearson Education NZ will be the basis on which we judge the book's suitability for publication. It will be sent out to be reviewed by specialists in your particular field. Generally, the reviewers will have no means other than your proposal of judging the quality of your work, so it is important that the proposal covers all the requirements specified below.

A proposal should consist of:

1) Statement of aims

Briefly and concisely state the purpose of the proposed book and include the level and curriculum area(s) it will cover. You could also mention how it differs from other, competing books at the same level.

2) Table of contents

Please list working **chapter headings**, with brief notes on what you intend to cover in each chapter. It is insufficient merely to list chapter headings.

3) Illustrations

Provide a provisional count of all illustrations. It is important that we know how many diagrams, photographs, tables, maps etc. that you intend to include and their approximate size, e.g. 10 x. quarter page maps; 7 x half page drawings; 14 x full page photographs, since this affects the production costs of the book.

4) Draft chapters

Ideally, these should be set out with copies of the illustrations inserted (either electronically or by a manual cut and paste) to indicate how the final pages might appear. The relationship of text/ resources/ illustrations/ activities will give readers a good idea of the appeal of the book. However, it is also acceptable to provide photocopies of the illustrations at the end of the chapter, with an indication on where they should be inserted.

5) Submission date

Please give us a **date** when you intend to submit the completed manuscript (this must be a realistic assessment).

6) Length of manuscript

Provide an estimate of the total number of words, including captions, contents, preface, and glossary and the number of pages you envisage for your book.

It may be a while before readers get back to us with their comments. Please be patient. Good or bad, this feedback is invaluable.