

GUIDELINES FOR A BOOK PROPOSAL

WESTMINSTER JOHN KNOX PRESS and GENEVA PRESS prefer to receive a book proposal rather than a manuscript as the initial step in considering material for publication. Such a proposal should contain the following:

1. Author Information. Give your name, mailing address, phone number(s), fax number(s), and e-mail address. Enclose a current vita that indicates your present position, educational background, and previous publications, with special emphasis on how you are qualified to write the book that you are proposing. Also please mention your experience in communicating with the book's audience.
2. Title of the Book. Indicate the tentative title of the book, with subtitle if desired.
3. Description of the Book. In 200-250 words, describe the book that you are proposing. What are the nature, focus, purpose, and/or argument of the book? What is its thesis? Imagine that you are writing the copy for the back cover of the book or the description that would go into our catalog. What would you say to persuade a potential reader to buy this particular book?
4. Table of Contents/Outline. Give a tentative table of contents of the book by chapter. Beneath each chapter title give a brief outline of the chapter and/or a brief summary of its contents. This summary should explain the focus and development of the chapter and indicate how the chapter advances the argument of the whole book.
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6. Competition. Are there competing titles? If so, what are they? What does your book offer that these competing titles do not? How will your book be superior to or different from them?
7. Manuscript Length. What is the estimated length of the proposed manuscript, double-spaced on 8 1/2" x 11" paper with 1" margins? What is the estimated word count?
8. Electronic Manuscript Submission. We request manuscript submissions on compact discs for Windows or Apple operating systems. Please let us know if that will be possible. What word processing program are you using?
9. Date of Completion. Indicate the date by which you expect to submit a completed manuscript.

10. **Sample Pages.** Enclose a sample of 15–25 pages, perhaps of the introduction or the first chapter that shows your writing style in the book. These should be pages that are representative of the book as a whole or that gives a good survey of the book.

Send your proposal to:

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