

Book Proposal and Manuscript Submission Guidelines

To help us evaluate your book idea, please submit each of the following items electronically or in hard copy. We will respond to book proposals and manuscripts within 30 working days.

A. Prospectus

Your prospectus should include the following information:

- **Abstract:** Provide a 200–250 word abstract of the work, noting the topics you will cover and your general approach to the material.
- **Audience:** Describe the work's intended audience: who will be interested in and benefit most from your work? What kind of technical background will readers or users need? For what age group or grade level are the materials written?
- **Outline:** Provide a detailed outline of the work, including section headings, chapter headings, subheadings, and appendices. A brief synopsis of each chapter can be submitted in lieu of subheadings.
- **Outstanding Features:** List what you consider to be the most distinctive or unique features of the work. What will it offer that previous or similar works do not? How will it contribute to the field and the future of education technology?
- **Pedagogy:** Indicate the pedagogical approach your text will adopt (if applicable). Does the text highlight specific learning theories?

- **Market:** Specify the market conditions that suggest a need for this book. Why do you think there is a market for your work? How large is that market? Does the book have potential for course adoption at any level?
- **Competition:** List any current books that your work will compete against and discuss their specific strengths and weaknesses. Spell out how your material will be different from these competing works.

B. Timetable and Format

Give us an idea of when you expect to complete the manuscript and what form it will take:

- What is your timetable for completing the work?
- What portion of the work is now complete?
- How many pages do you expect the completed manuscript to be?
- How many and what type of illustrations (charts, graphs, photos, artwork, etc.) will be included?

C. Sample Chapter(s)

If the manuscript is not complete, send one or two chapters that are an integral part of the work:

- The chapters do not have to be in sequence, so long as these chapters are representative of the content and writing style of the text as a whole.
- If possible, submit chapters that are particularly innovative or unique or that provide the clearest indication of your main ideas.
- The chapters should contain rough sketches, charts, and a description of photographs to be included, but this material need not be in final form. (High-resolution graphics will be needed for the final submission.)

D. Vita

Include a copy of your vita or a paragraph or two of relevant biographical information.

Submit in hard copy or e-mail to:

Scott Harter, Book Acquisitions Editor
International Society for Technology in Education
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Eugene, OR 97401-3003 USA
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