

## Book Proposal Guidelines

Please email us a proposal which follows the guidelines below. At this stage we only want 4-5 pages: we'll ask for sample chapters or clarification if we need it.

1. Working title of the book.
2. Name of the author(s)/editor(s)
3. Contact details for all the author(s)/editor(s): postal address and email address
4. Present appointment
5. Brief summary of career to date
6. Previous publications (if these are extensive please only include recent publications and highlights)
7. Purpose, aims and focus of the book. This is your main opportunity to persuade us to commission your book, so please be clear about what is unique/interesting/innovative about your manuscript.
8. Chapter by chapter breakdown of the contents.
9. Clear indication of the market and intended readership. If students or teachers form part of your intended readership, please indicate what aspects of your book will particularly interest them, and which courses the book would be relevant to if applicable.
10. Other competing titles for this market and why this is different/better.
11. Please suggest which of our series you think your book will fit into. Please be aware that we may suggest an alternative if we think it is more appropriate.
12. Predicted length in number of words (a page estimate isn't any use to us).
13. Would the manuscript have many illustrations/tables/special typesetting requirements? If so, please give details.
14. Predicted timetable for delivery of the final manuscript.
15. Have you, or do you intend to, send the proposal for consideration to any other publishers? If this is the case, it is extremely important that we are informed.

Please send your proposal as follows:

### *Multilingual Matters*

For books in the following Multilingual Matters series:

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- Language at Work
- Languages for Intercultural Communication and Education
- Language, Mobility and Institutions
- MM Textbooks
- Multilingual Matters
- New Perspectives on Language and Education
- New Writing Viewpoints
- Parents' and Teachers' Guides
- Researching Multilingually
- Studies in Knowledge Production and Participation

send your proposal to:

Anna Roderick [anna@multilingual-matters.com](mailto:anna@multilingual-matters.com)

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- Aspects of Tourism
- Aspects of Tourism Texts
- Tourism Essentials

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send your proposal to:

Sarah Williams [sarah@channelviewpublications.com](mailto:sarah@channelviewpublications.com)