

## BOOK PROPOSAL GUIDELINES FOR PROSPECTIVE AUTHORS

### Elements of the Book Proposal

Authors interested in publishing with Harvard Education Press should submit a formal book proposal that includes the following elements:

**Overview:** A statement discussing the purpose of the book, the importance and relevance of the issues it addresses, the audience it is intended to serve, and how it will contribute to current debates in education policy or practice. (1-2 paragraphs)

**Description of the book:** A brief summary of the contents of the book, the central argument it presents, the body of evidence it will draw on, and its organization and style. Please include the anticipated length of the manuscript (typically 65,000-70,000 words) and the timetable for its completion. (3-5 pages)

**Table of Contents:** An outline of the book, with 1-2 paragraphs summarizing each chapter. If the book is an edited volume, please indicate the authorship of each chapter. The participation of all contributors must be confirmed before the proposal can be considered for publication. (3-5 pages)

**Discussion of Competing Works:** A brief description of the principal books that relate to or compete with the proposed project. Please indicate how the proposed book differs from other published works and why it makes a distinctive and important contribution to the field of education. (1-2 pages)

**Readership:** How will this proposed book fill an important need within the field? Who will want to read this book—Theorists? Practitioners? Policymakers? Why? (1 page)

**Biographical Statement:** A resume, CV or brief summary of the principal author's experience and credentials in the field, including previous publications. If the book is an edited volume, please include a paragraph or two identifying each contributor. (1 page)

**Sample Chapters (optional):** One complete chapter from the interior of the book. This should be representative of the project as a whole in tone, style, organization, use of evidence and examples, and ancillary materials (tables, charts). A typical chapter is 25-30 pages.

### The Approval Process

Book proposals submitted to Harvard Education Press will be considered in light of a number of factors: the potential impact of the work on education policy and/or practice; the relevance and originality of its contribution to the field; the body of evidence on which the work is based; the clarity and accessibility of presentation; the project's "fit" with our publishing list; and the author's qualifications. Harvard Education Press is a peer-reviewed press. Proposals must also be approved by the Harvard Education Press editorial board.

Harvard Education Press requests that prospective authors inform the acquiring editor if

their proposal has been submitted to other presses.

## About Harvard Education Press

Harvard Education Press publishes innovative, authoritative books covering critical issues in education. Our books influence and inform education practice and administration, explore ongoing debates, and report on important research.

## Harvard Education Publishing Group

Part of the Harvard Graduate School of Education, the Harvard Education Publishing Group publishes the Harvard Educational Review and books under the imprint Harvard Education Press.

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