Oxford University Press

Proposal to Publish

This form is designed to provide Oxford University Press Australia & New Zealand with some preliminary information about your proposed text book idea. We hope that it will assist in clarifying your rationale for the project and provide guidance when planning to complete the manuscript to deadline.

# Proposed Title and Subtitle:

## Part One: Author(s)

*Please enclose a summary of your academic career, including present position, previously published work, and both work and home addresses and home phone numbers.*

## Part Two: Dates

Draft Manuscript Submission date:

*It is a requirement of Oxford University Press that manuscripts in draft form are peer reviewed by selected readers who teach in the same subject area.*

Revised and final Manuscript Submission date:

*We require approximately 8 months editorial and production time, following submission of the final manuscript, in order to produce a high quality text book. February is our preferred submission date for September publication of texts intended for use in semester one of the following year.*

## Part Three: Format Specifications

Estimated manuscript word length:

No. of illustrations/photos:

Amount of copyright material:

*Please estimate how much material you plan to use that has been drawn from other sources and where permission for use is likely to be required. Photos, tables and some other illustrative materials, and extended tracts of text require permission for use.*

## Part Four: Market Description

### Subject description

1. Please name the subjects for which the book is most likely to be prescribed as a text. At what level are the subjects taught, and within which degree course? Is it a core subject or an elective subject?
2. Will you prescribe your book as a text in your own institution?
3. Is your course taught in semester one, semester two, or both semesters? Is the subject offered every year, or every alternate year?
4. What are the enrolment numbers?
5. Are you aware of any other courses around Australia that take a similar approach to your course?

### Competition books

1. Which text do you currently prescribe? If texts are not prescribed, what form of reading material do you use with your students?
2. Please name the comparable and/or competing textbooks? What are their strengths and weaknesses?
3. Please name two or three key aspects of your book that differentiate it from the competition.

## Part Five: Project Description

### Broad concept

*Please provide a brief description of your proposal, giving reasons for your approach, organisation, aims and coverage.*

### Current trends

*Please identify how your proposed book will address current issues in the teaching and study of the subject for which your text book is intended.*

### Book and Chapter features

*Which student learning tools do you envisage becoming core features of the book? Are there any other student learning features you would like to include? Below are some common features included in textbooks.*

|  |  |
| --- | --- |
| **Feature** | **Rationale and treatment** |
| *e.g. Problem-solving questions* | *e.g. In this subject, students are assessed on their problem-solving skills. I would like to include roughly one per chapter so that they can practice this skill. I intend to provide sample answers in the back of the book.* |
| Chapter opening objectives |  |
| Case studies |  |
| Examples |  |
| Critical reflection questions |  |
| Problem-solving questions |  |
| Margin notes |  |
| End of chapter study questions |  |
| Summary points |  |
| Glossary terms |  |
| Further Reading |  |
| All of the above |  |
| Other? |  |

### Table of Contents (Draft)

*Please provide as detailed a table of contents as possible. This assists readers in their evaluation of the text’s relevance to their course.*

### Teaching and Learning Support Material

*Will you provide any accompanying resources for lecturers and students? Below are some common resources that we are asked for.*

|  |  |
| --- | --- |
| **Resource** | **Rationale and delivery** |
| *e.g. Instructor’s Manual* | *e.g. Yes – to help show lecturers how they can use this book with their course. I will include extra learning activities per chapter for use in tutorials, as well as a sample list of essay questions.* |
| Instructor’s Manual  |  |
| PowerPoint slides |  |
| Test Bank  |  |
| Image Bank  |  |
| Online - links to websites; podcasts, wikis or vodcasts |  |
| Other?  |  |

### Digital aspects

*Please provide a brief description of any digital elements you plan to include with the book.*