

Book Proposal Form

We would be pleased to consider your proposal. Please complete this form and return it to us with as much background information about the project as you can provide at this time (e.g., prospectus, table of contents, one-page outline, two or three sample chapters). **Please also provide a copy of your short curriculum vitae (one-two pages).** We will endeavor to let you know whether your project is of interest to us as soon as possible after your submission of this proposal. If we wish to consider your work further, we will request a copy of your full typescript at that time. We must know if the manuscript is also under consideration by other publishers. The proposal should be sent to Suzanne E. Guiod, University of Rochester Press Editorial Director, preferably electronically as an attachment (guiod@uofrochesterpress.net), or to the mailing address above.

Tentative Title (and subtitle, if any) (subject to change for marketing reasons. Books differ from journal articles; please keep in mind that we prefer titles that are short and descriptive):

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Academic or other affiliation(s):

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DESCRIPTION OF YOUR BOOK (ca. 500-1,000 words). This should be attached on a separate sheet. The description can be used later for promotional purposes. **Please add a one-two sentence short description of the work as well.**

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1. Length

Please use your word processing program's **word count** feature to determine the extent of the manuscript. Please be sure to include notes, bibliography, and any appendixes in your **total word count**:

2. Electronic format

Will you be able to submit your manuscript as Microsoft Word files?

3. Illustrations, tables, graphs, maps, musical examples

Please give brief details, including number of each and software used in their formatting. Illustrations, etc., should be included only if vital to your argument, not for decorative purposes.

- A. Color illustrations:
- B. Black and white illustrations:
- C. Tables (program used):
- D. Graphs (program used):
- E. Line drawings, maps, family trees:
- F. Scientific equations:
- G. Musical examples (please see instructions below):

4. Musical Examples

If you plan to include music examples in your manuscript, please keep in mind that they must be submitted in one of the following formats at the time your manuscript delivers:

A. Digital files created in Finale or Sibelius. In addition to submitting the Sibelius or Finale source files, we must also receive high resolution (1200 dpi) files in TIFF or EPS formats only. JPEG and PDF files are *not* acceptable for reproduction. **Please plan to submit a sample file to us 6-8 weeks before your manuscript delivery date.**

B. Originals: If you would like the University of Rochester Press to scan and digitize your examples for you, please be sure to submit your original musical examples as high-quality glossy prints, 5x7" or 8x10", as supplied by libraries, archives, or museums, etc.

C. Scanned examples: Should you choose to do your own scanning, your musical examples must be submitted as TIFF or EPS files only, scanned at 1200 dpi at 4 x 6". Please scan your files from an original source such as a book, original score, or glossy print provided by a professional. Do not scan images from photocopies. When obtaining scans from a professional institution, please specify the formatting and resolution we require. **Please plan to submit a sample file to us 6-8 weeks before your manuscript delivery date.**

5. Special characters

Are special characters (e.g. Greek) required? Please provide details if so.

6. Date of Completion

If your project is accepted by our editorial board for publication, when is your estimated, *realistic* date of completion of the manuscript?

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7. A subsidy is desirable in all cases as it allows us to price more competitively; in some cases, it will be essential. Please indicate possible sources.

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