

PROPOSAL GUIDELINES

These guidelines offer prospective authors for de Sitter Publications direction for submitting material for publication. The intention is to Following these guidelines will help organize the proposal and the work in general and will help us to begin the reviewing and publishing process in an effective manner.

The most effective proposals clearly describe the objectives of the work. Utilize the following headings to structure your prospectus. Professional reviewers and academics will be evaluating your proposal; clear descriptions and analyses are important.

BIOGRAPHICAL INFORMATION

This information is for the use of de Sitter Publications and will not be sent to reviewers or third parties.

Include your current contact information including your address, telephone number, email address, and your preferred method of correspondence. Please include a current CV.

PROJECT RATIONALE AND OVERVIEW

Provide a brief description of your project. Consider the project rationale, the theory and methods behind it, and its goals. If your work is intended as a textbook, indicate whether the work will serve as a core text, a supplemental one, and whether it is an anthology, an edited volume, a reader, or a collection of case studies. Describe the type of book it is in terms of skill level, audience, and the type of settings in which it will be used. Has any developmental work or testing of the material been completed?

Include a section emphasizing the unique features of your book and how it is different from other books on similar topics.

THE BOOK

Theory and Approach

What is the intended purpose of the book? What approaches will your book employ? Is this work entirely original or does it build upon existing theories and/or knowledge? If it is meant as a textbook, what is the pedagogical theory employed? How will it teach students? How will teachers use this text? Do you anticipate the use of ancillary materials? If so, please describe them.

Format

How is the book going to be organized? List a proposed Table of Contents if the manuscript is not complete. What is/will be the length of the book? Please describe your intended use of figures, tables, graphics, illustrations, etc. Is the book finished? If not, what is the timeframe for the finished manuscript? If the book is not finished, be sure to submit as many sample chapters as possible (do not send partial chapters).

THE MARKETPLACE

List and analyze the primary audiences of the project. What necessary skills will readers have to possess in order to effectively engage your book? If it is a textbook, for what primary courses is your book intended? Is the book intended as a core text, as supplemental reading, or as a monograph? If you know of specific courses and institutions for which the book is suitable, please list. How large do you envision the market for your book? Please provide specific reasons why you think the market for your book is/would be healthy. On what do you base these estimations?

Competition

This is a very important part of every proposal. It provides reviewers with an explicit framework for evaluating the viability of your text. An honest evaluation of your text in comparison to its competitors will clarify your objectives and your approach for reviewers.

What other books in the marketplace would be in direct competition with your text? Specifically analyze two or three of the top competitors. For each title analyzed, please provide the bibliographic information (author, title, publisher, and year of copyright). Describe the major strengths and the major weaknesses of each title. Consider writing style, organization, pedagogy, level, etc. Articulate how your book contrasts/compares to these titles.

REVIEWERS

It is helpful if you are able to provide a list of potential reviewers who are qualified to analyze and comment upon your work.

STYLE GUIDE

de Sitter Publications follows the Chicago Manual of Style. Below is a quick guide to the style for your reference.

Chicago-Style Citation Quick Guide

The Chicago Manual of Style's author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

Below are some common examples of materials cited in **author-date style (an in-text citation [T], followed by a reference-list entry [R])**. For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, 15th edition.

Online sources that are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL. Some publishers or disciplines may also require an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL. The following examples include some of the most common types of electronic sources.

Book

One author

T: (Doniger 1999, 65)

R: Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Two authors

T: (Cowlshaw and Dunbar 2000, 104–7)

R: Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Four or more authors

T: (Laumann et al. 1994, 262)

R: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Editor, translator, or compiler instead of author

T: (Lattimore 1951, 91–92)

R: Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

Editor, translator, or compiler in addition to author

T: (Bonney 1995, 22)

R: Bonney, Yves. 1995. *New and selected poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.

Chapter or other part of a book

T: (Wiese 2006, 101–2)

R: Wiese, Andrew. 2006. "The house I live in": Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

Chapter of an edited volume originally published elsewhere (as in primary sources)

T: (Cicero 1986, 35)

R: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*, ed. John Boyer and Julius Kirshner, 33–46. Chicago:

University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

T: (Rieger 1982, xx–xxi)

R: Rieger, James. 1982. Introduction to *Frankenstein; or, The modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

Book published electronically

If a book is available in more than one format, you should cite the version you consulted, but you may also list the other formats, as in the second example below. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Kurland and Lerner 1987)

R: Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Journal article

Article in a print journal

T: (Smith 1998, 639)

R: Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

Article in an online journal

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the fourth example below.

T: (Hlatky et al. 2002)

R: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in

postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

Popular magazine article

T: (Martin 2002, 84)

R: Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6.

Newspaper article

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . . ") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

T: (Niederkorn 2002)

R: Niederkorn, William S. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times*, June 20, Arts section, Midwest edition.

Book review

T: (Gorman 2002, 16)

R: Gorman, James. 2002. Endangered species. Review of *The last American man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2.

Thesis or dissertation

T: (Amundin 1991, 22–29, 35)

R: Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.

Paper presented at a meeting or conference

T: (Doyle 2002)

R: Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

Web site

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the second example below.

T: (Evanston Public Library Board of Trustees)

R: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.

Weblog entry or comment

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

R: Becker-Posner blog, The. <http://www.becker-posner-blog.com/>.

E-mail message

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

N: 2. John Doe, e-mail message to author, October 31, 2005.

Item in online database

Journal articles published in online databases should be cited as shown above, under “Article in an online journal.” If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Pliny the Elder, Perseus Digital Library)

R: Perseus Digital Library. <http://www.perseus.tufts.edu/>.

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