

Guidelines for Submitting a Book Proposal

When submitting a proposal for a new book, please send it to

David.Shervington@hymnsam.co.uk

We would ask you to consider and include the following details in your proposal:

1. Proposed Title

Suggest a title that you think best reflects the content, the approach or the aim of the text in relation to the target reader.

2. A Synopsis of the book

- Topic: the subject of the book, courses the title is intended for and the level
- The Aim of the Book: what does it propose to do? Why do you see a need for this book? How will the book achieve its aim?
- Scope: the content of the book – what is included/excluded and why? What is the estimated extent?

3. Table of Contents

Please provide an annotated table of contents, setting out the chapter/ book structure clearly, the extent of topics to be covered and give a summary (approx. 100-150 words per chapter) of the main issues to be found in each chapter.

4. Special Features

Will the text benefit from the inclusion of end of chapter questions, summaries, diagrams, a glossary, or sources of further reading?

5. The Market

- What gap/niche does your book seek to fill?
- Indicate how you view the condition of the target marketplace at present and any changes you foresee in the near future. How quickly is the book likely to date? What is the scope of the market? UK only? USA? Europe?
- Identify the primary market
- Identify the secondary market
- Identify where any other interest may come from, e.g. practitioners

6. Competing Titles

- For each competitor title currently on the market, provide as many of the following details as possible: Author name; Title; Publisher; Publication date; Extent; Price; Estimated market share; Strengths; Weaknesses.
- State how your title will differ from the competing texts. What do you consider to be the advantages/disadvantages of your text over these? What will set your book apart from the competitor titles? e.g.: a different/original approach, the organization of the text, the scope of

coverage?

- Are you aware of any potential competitor titles that will be published at or around the same time as your text?

7. Your Writing Plan

What do you perceive to be your expected writing schedule and provisional delivery date for the final manuscript?

8. Sample Material

If possible, supply at least 2 draft chapters (which can be taken from anywhere in the manuscript), as these will provide a more rounded sense of the proposed text and give an indication of writing style and level.

9. Your CV

In your CV you should include the following details: Your full name; Contact details (address, telephone/fax number, email); Date of birth; Qualifications; Present Appointments; Career to date; Publications to date.

Please send your proposal to:

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