Thank you for your interest in publishing with the ABA Business Law Section. Please complete this form if you have a proposal for a book to be considered by the Business Law Section. Upon receipt of this form, your idea will be shared and evaluated by the Section’s Publications Board (the “Board”). Should the Board be interested in publication, you will be contacted with additional next steps.

Please submit the form, or any questions you may have about the form, to Rick G. Paszkiet, Manager, Business Law Section Content Development: (Rick.Paszkiet@americanbar.org).

Along with this proposal, please include a brief outline or Table of Contents, a CV or resume, and an introduction or sample chapter, if available. If not available, please notify us below when this will be available for review.

If you are submitting a proposal for a new edition, please submit information on the prior edition as well as a list of updates expected to be included in the new addition.

Please note that the Board may need to ask for additional information or revisions prior to accepting proposals.

We encourage the submission of additional supporting materials; however, they are not required.

______________________________

PROPOSAL SUBMITTED BY:

Name: ___________________________________________________________________________

Address: _________________________________________________________________________

City/State/Zip: ____________________________________________________________________

Business Phone: __________________ Home Phone: ________________________________

E-Mail: ___________________________ Fax Number: _________________________________
A. **Content Information of the Proposed Book:**

1. Working title (please note that the Board reserves the right to change the title):
   _________________________________________________________________

2. Briefly describe your proposed book.
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

3. Who is this book designed for – who is the audience?
   
   □ Novice   □ Intermediate   □ Expert

4. Describe the scope and purpose of the book, i.e. is your approach going to be “how to,” theory-based, checklist, legal analysis, etc.?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

5. Do you know of any other publications that cover the same or similar subject matter? Please list them.
   a. _________________________________________________________________
   b. _________________________________________________________________
   c. _________________________________________________________________

   If there are other publications that cover similar subject matter, how will your proposed book differ from others on the same subject?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

6. What are the primary source materials for the planned book (individual author, multi-author, program materials, case law, ABA books, products that you developed, etc.)?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
7. What is the proposed *approximate* length of your book in *typewritten pages* (8 ½ by 11, 12 pt type, double spaced) _______________. Please keep in mind that 100 pages of typewritten pages translate into 69 pages of typeset pages.

8. Will your proposed publication need to be supplemented, updated, or revised in the future? What is the anticipated shelf life of your book, i.e. will this need to be updated within the next 5 years? How long do you anticipate this content will remain up-to-date, or need to be revised, or updated?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

9. Please attach an outline and/or a proposed Table of Contents. If one is not available, when will you be able to produce it? ______________________

**B. INFORMATION REGARDING THE AUTHOR(S)**

1. Author (check one)

   □ Individual Author    □ Multi-Author    □ ABA Entity

   If ABA Entity, which Section, Commission, Forum, Division, BLS committee, or Task Force?

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. Name and address of editor(s)/author(s) if different from “submitted by” on page 1; if an ABA Entity work, please supply name and address of primary contact for the book:

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

3. Please identify any other book(s) and articles you have written and have had published.

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

4. Are you a member of BLS or any other ABA Section, Commission, Forum, Division, or Standing Committee? □ No    □ Yes    If yes, please identify the entities and committee(s) of which you are a member.
5. Individual authors please attach your resume(s) or CV(s), including: any awards, media appearances, key-note speaking, seminars, workshops, or conferences taught, led, or on which you served as a panelist, previous publications (articles, monographs, etc.).

C. Copyright Information

1. Has the book you propose here been previously published in any format by any other publisher? If so, please give details.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. Has the book you propose here been rejected for publication by any other publisher? If so, please give details.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. Will it be necessary to obtain any special copyright releases for any material to be reprinted?  

☐ No  ☐ Yes  If yes, please describe the necessary releases and the holder of the copyright and estimate the likelihood that the holder of the copyright will consent without additional costs.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

D. Information Regarding Reviewing/Editing Book

1. Proposed Timetable

a. First draft submitted by: ____________________________________________________

b. Completed manuscript to be submitted by: _____________________________________

Please note, that completed manuscripts typically are submitted one year from acceptance. Every manuscript is peer-reviewed. Once a final, approved manuscript is submitted to the Board, a book typically is produced in four to six months, depending on the length of the manuscript.
E. Information Regarding Book Production / Format

1. What software will you use to prepare the manuscript? (The Board prefers Microsoft Word for text files.)

2. Will your book require or benefit from any supplemental software, e.g. CD-ROM, containing charts, forms, or other appendix-type material, etc.? □ No  □ Yes
   If so, please describe the contents.
   __________________________________________________________
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3. BLS books are usually produced in paperback and in \textbf{6 x 9, 7 x 10} and electronic format. If your book would differ from this norm (such as three-hole punch or \textbf{8 ½ x 11} format), please describe why this format would need to be used.
   __________________________________________________________
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4. Please list any special features that you plan to include in the book, such as illustrations. Will you be able to provide the illustrations or do you need assistance from BLS on the graphics? Will you require additional copyright permission for other images? (Please note that Authors will be required to represent and warrant that they own the copyright in the material submitted, or have permission from the copyright holder. Please inform the Board if you anticipate that any of the materials submitted will not be original to you. Authors are expected to secure their own copyright permissions).
   __________________________________________________________
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F. Information Regarding Marketing

1. What is the target audience for your book (e.g., small, medium, large law firms; practicing attorneys; non-attorney professionals; corporate counsel; litigators; legal administrators; law schools; etc.)?
   __________________________________________________________
   __________________________________________________________
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2. Please identify any persons who might be appropriate to write a review for the finished book.
   
   ________________________________________________________________

3. Please identify any persons or entities who might recommend the book and consent to their recommendations being used in marketing brochures (testimonials).
   
   ________________________________________________________________
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4. Please suggest any special marketing strategy or promotional ideas you may have.
   
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G. MISCELLANEOUS

1. Please include any other comments helpful to support your proposal.
   
   ________________________________________________________________
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   ________________________________________________________________

Please submit your proposal to:

Richard G. I. Paszkiet
Manager/Content Development
Business Law Section
321 N. Clark
20th Floor
Chicago, Illinois 60654
312/988-6040
312/988-6030 (FAX)
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