ABA Publishing Proposal Form
Section of State and Local Government Law

Thank you for your interest in ABA Publishing and the ABA Section of International Law. Please complete this proposal form and submit to Kimberly Rosenfield, Executive Editor, ABA Book Publishing (contact information is below). Along with this proposal, please include a brief outline or table of contents and an introduction or sample chapter, if available. Any additional supporting materials are always helpful as well.

All proposals are reviewed at least quarterly.

Proposal submitted by:
Address:
City/State/Zip:
Business Phone: Home Phone:
E-Mail: Fax Number:

A. Content Information of the Proposed Book:

1. Working title: _____________________________________________________________

2. Briefly describe your proposed book project. The description should convey content and insight in a way sufficient to provoke a reader’s decision to purchase the book.

3. How may the book advance or relate to any existing ABA or Section policies on state and local government issues? If so, which policies and how? What potential legal policies might the ABA or Section develop as corollary to the publication of your proposed book?

4. At what level will the subject matter be treated?

□ Beginner □ Intermediate □ Advanced

5. Which one of the following categories do you think best describes your book?
☐ A survey: a broad treatment of the discipline which would be accessible for all or most people working in the field (students to advanced practitioners)
☐ A monograph: a detailed treatment on very specific subject
☐ A manual: a practical book used as a working tool by practitioners
☐ A reference guide (guidebook): substantial book filled with facts or an overview of a subject bringing together many strands of research
☐ A handbook: a concise compilation of approved, key information on methods of practice and general principles, usually with multiple contributors.

6. Do you know of other publications that cover the same or similar subject matter? Please list them.

7. If other publications cover similar subject matter, how will your proposed book differ from others on the same subject?

8. What is the proposed length of your book in typewritten pages (8 ½ by 11, 12 pt type, double spaced) __________________. Word Count? Text/Notes? Please consider that 100 typewritten pages translate into 69 typeset pages.

9. Do you foresee this manuscript having the potential for subsequent editions or supplements in the future? Would you be willing to be the lead author/editor on a 2nd edition?

10. Which authors or contributors have agreed to contribute to this project? Have all necessary/desired contributors agreed to this project at this point in time?

11. Please attach an outline and/or a proposed table of contents. Please also send a sample chapter, if available.
B. Information Regarding the Author(s)

1. Author (check one)
   
   ☐ Individual Author   ☐ Multi-Author   ☐ ABA Committee

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

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

4. Are you a member of an ABA section, division or forum?  ☐ No  ☐ Yes  If yes, please identify the entities and committee(s) of which you are a member.

5. Individual authors and lead editors: 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. Will it be necessary to obtain any special copyright releases or permissions 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 ABA Publishing, 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? (ABA Publishing prefers Microsoft Word for text files.)

2. ABA Publishing books are usually produced in paperback and in 6 x 9 or 7 x 10 format. Please describe your vision for the look and feel of your book (6x9, 7x10/ Soft cover/Hard cover)

3. Will your book benefit from being published with a digital media component containing charts, forms, other appendix-type material? If so, please describe the contents and digital media vision.

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 ABA Publishing on the graphics?

F. Information Regarding Marketing
1. Please describe the target audience for your book. Check all boxes below that apply or identify those persons.

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2. Please identify any persons who might be appropriate to write a review for the finished book.

3. What markets outside of the ABA do you think will intersect with this book’s topic area? Associations, non-profits, education, etc.

4. Please suggest any special marketing strategy or promotional ideas you may have.

G. Miscellaneous

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

Please submit your proposal to: