



# ABA PUBLISHING PROPOSAL FORM

**Thank you for your interest in ABA Publishing.** Please complete this proposal form and submit to Rick G. Paszkiet, deputy director, 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 quarterly by the various book boards.**

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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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Beginner

Intermediate

Advanced

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

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

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5. What is the proposed length of your book **in typewritten pages (8 1/2 by 11, 12 pt type, double spaced)** \_\_\_\_\_ . **Please keep in mind that 100 pages of typewritten pages translate into 69 pages of typeset pages.**

6. Do you think your proposed publication should be supplemented or revised in the future?

No  Yes If yes, how often will you prepare the supplements? \_\_\_\_\_

**Do you have the commitment from authors and contributors to produce timely supplements?** \_\_\_\_\_

7. Please attach an outline and/or a proposed table of contents. If one is not available, when will you be able to produce it? \_\_\_\_\_ 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:

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

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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.

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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.

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2. 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.

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**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.)

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ABA Publishing books are usually produced in paperback and in 6 x 9 or 7 x 10 format. If your book would differ from this norm (such as three-hole punch or 8 ½ x 11 format), please describe why this format would need to be used.

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2. Will your book benefit from being published with a CD-ROM containing charts, forms, other appendix-type material? If so, please describe the contents.

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**3.** 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?

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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.

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3. Please identify any persons 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:

Rick G. Paszkiet  
Deputy Director  
ABA Book Publishing  
American Bar Association  
321 North Clark Street, 20<sup>th</sup> FL  
Chicago, IL 60654  
312-988-6040  
Fax 312-988-6030  
Email [rick.paszkiet@americanbar.org](mailto:rick.paszkiet@americanbar.org)