



Section of International Law
ABA PUBLISHING PROPOSAL FORM
Book Publications Committee

Thank you for your interest in ABA Publishing. Please complete this proposal form and submit to Rick G. Paszkiet, senior executive editor (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.

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.

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

5. What is the proposed length of your book? _____ pages, printed.

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? _____

7. Please attach a proposed table of contents, an outline, or a sample chapter if one is available.

B. INFORMATION REGARDING THE AUTHOR(S)

1. Author (check one)

individual author

multi-author

ABA Committee _____

2. Name and address of 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 identify any other book(s) you have written and have had published.

4. Are you a member of the Section of International Law? No Yes If yes, please identify the 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. 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 cost to the ABA.

D. INFORMATION REGARDING REVIEWING/EDITING BOOK

1. Proposed Timetable

a. Final outline to be submitted by: _____

b. Completed manuscript to be submitted by: _____

E. INFORMATION REGARDING BOOK PRODUCTION

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

2. Indicate any specific recommendations you have for producing this publication (size, format, illustrations, forms, etc.).

3. Please list any special features that you plan to include in the book (e.g., illustrations, charts, checklists, appendices, index, bibliography, glossary, ready-to-use forms, computer diskette).

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.)?

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

3. Please identify any persons who might recommend the book and consent to their recommendations being used in marketing brochures.

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.

All proposals will be reviewed by the Book Publications Committee at its quarterly meetings.
Please submit your proposal to:

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ABA Publishing
American Bar Association
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