



## SSIPS Book Proposal Guidelines

### Overview:

The book proposal is a critical component of the publication process, forming the basis for evaluating a manuscript's suitability. These guidelines aim to assist authors in preparing a comprehensive proposal that effectively communicates the viability of their work.

### Confidentiality:

Please note that any personal information provided in the proposal may be shared with reviewers during the evaluation process. Authors are advised to identify and request the removal of any sensitive information before the review.

### Author Criteria:

- a. **Active Community Involvement:** Authors are encouraged to actively engage in the community relevant to their subject.
- b. **Publication History:** While previous book publications are not mandatory, recent articles or papers in journals or relevant publications are expected.

### Collaboration:

- a. **Co-authoring:** Collaboration with co-authors or co-editors is welcomed, with a recommended team size of up to three individuals.
- b. **Edited Collections:** Proposals for cohesive edited collections are accepted, emphasizing a strong theme and consistent quality across chapters.

### Diversity and Inclusivity:

- a. **Gender Balance:** SSIPS aims for an even gender balance among contributors.
- b. **Cultural Diversity:** Inclusivity is promoted by encouraging contributors from diverse racial, ethnic, and cultural backgrounds.



### **Author Commitment:**

- a. Manuscript Preparation: Authors are expected to commit to writing, submitting, and supporting the book's production.
- b. Communication: Regular communication during the manuscript preparation phase is essential.

Please review our [Overview of the Book Publishing Process](#) to understand what you are signing up for, what to expect from us, and what we'll expect from you.

### **Manuscript Preparation:**

Acceptance Period: A short period follows submission, during which the Editorial Manager ensures completeness. Authors should be prepared to address queries and revise the manuscript promptly.

Please see the [Production Guidelines](#) for more information about the production process and what is expected of you.

### **Composition Agreement:**

Contract Details: We will agree the specifics of your book with you in your publishing contract, including the delivery deadline, the manuscript word count and number of illustrations, and your other responsibilities (such as securing permission to use any previously published or third-party material).

### **Language Proficiency:**

High Proficiency: A high level of written English is crucial. Your work will undergo copyediting, but this will not cover extensive language re-writing. Authors may consider additional [Editing Services](#) if necessary.



## **About the Book:**

### **Target Audience:**

Academic and Professional Focus: SSIPS primarily caters to academic and professional audiences, prioritizing specialized readerships over a general audience.

### **Drafted Material:**

Proposal Emphasis: We welcome proposals for books in all stages of writing, but a well-written proposal is more important than existing or draft material to begin with. Be prepared to revise anything you have already written.

A limited amount of previously published material is usually acceptable; please consult your commissioning/acquiring editor to confirm for your case. Keep in mind that you will be responsible for securing appropriate permission to use any previously published material (including your own) ahead of final manuscript submission.

### **Initiating Contact:**

Contact Process: Authors not in contact with SSIPS should reach out to the Editorial Manager, who will provide a specific proposal form.

### **Proposal Components:**

Proposal Form: Includes author/editor details, book title, description, keywords, table of contents, abstracts, contributor information, length, schedule, illustrations, features, manuscript status, market breadth, international appeal, primary and secondary audiences, competing titles, third-party material, potential reviewers, funding information, supporting material, and online resources.



## **Submission Process:**

### **Proposal Submission:**

- a. Complete the publishing proposal form. The completed form should serve as an overview of your future Compacts, Monograph or Edited Book.
- b. Email Format: Proposals, in Word or compatible formats, should be emailed to the Editorial Manager along with supporting material (e.g., CV).

### **Evaluation Process:**

- a. Commissioning Editor Assessment: Your proposal will be looked at closely by the most suitable Commissioning Editor. They will consider several questions, such as:
  - Is the content of this book of a high academic standard?
  - Is there a market for a book on this subject?
  - What evidence is there for this market?
  - If there is a gap in the market, is this the right book to fill it?
  - Will the book sell internationally?

If the editor is satisfied at this stage, then the proposal will be evaluated by experts.

- b. Independent Specialists: Peer review by independent specialists is conducted, ensuring diverse perspectives and expert insights. We ask a carefully selected group of respected specialists in the relevant field to give us independent advice on the content, quality and potential market for a finished book based on your proposal.

We try to avoid reviewers that have a close connection to the proposed book or its authors, or that have authored a closely competing book.

We normally solicit 2 or 3 reviews. This process usually takes six to eight weeks but can take longer depending on the availability of reviewers.

The questions we ask of reviewers are not dissimilar to those we ask in the proposal form, and may include the following:

- What do you consider to be the main strengths of the materials you have been asked to review?
- Are there any missing topics or additional content you would suggest?
- Does the organization look sensible to you?
- Does this material intrigue you enough to want to have this book on your shelf?
- What other books are you aware of in this area, and how do they compare to this book?
- Are you confident of the quality of the sample material presented?
- What is your overall impression of the proposed book?



### **Feedback Handling:**

Review Discussions: Commissioning Editors discuss reviews with authors, seeking responses or potential revisions. Unfair or irrelevant suggestions may be clarified or dismissed based on the author's rationale.

### **Publishing Committee Approval:**

Positive Reviews: If reviews are positive, the Commissioning Editor submits the proposal, reviews, and additional information to the Publishing Committee (or Editorial Board) for consideration.

### **Committee Composition:**

Members: The Publishing Committee comprises Editorial Manager, commissioning Editors, Publishers, and occasionally Editorial Directors, Marketing Representatives, and Sales Managers.

Upon receipt of approval from the board, your editor will let you know and will offer you a publishing contract.

### **Rejections:**

- a. Decision Factors: Rejections are based on factors such as lack of qualification, plagiarism, poor reviews, unmet expectations, market saturation, or outdated/niche concepts.
- b. Mutual Benefit: Decisions aim for mutual benefit, aligning with the long-term interests of all parties involved.