



Suggestions for Submitting Manuscripts or Proposals

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Procedure:

(please send the following **IN DUPLICATE**)

- 1) Send a prospectus describing the scope, content, length, audience, and competition for the book. Briefly explain why you are seeking to publish this project and indicate its significance for the audience. Please list education courses in which you think the book will be used.
- 2) Include a table of contents, as well as a detailed chapter by chapter outline, including back matter such as appendixes, bibliographies, and the like.
- 3) Include information about your marketing platform and activities, both current and planned, to promote the book to its readership. List the conferences where you regularly present. Do you belong to professional networks and organizations? Do you provide professional development services? Do you have materials or platforms, digital or otherwise, that could be used in marketing the work (for example, videos, podcasts, blogs, newsletters, listservs, etc...)?
- 4) Indicate if there is to be art or tabular material and describe its nature and length; indicate if your manuscript will require permissions and releases.
- 5) If possible, include the introduction and one or two sample chapters. If you do include the entire manuscript, please indicate in your cover letter the three chapters that you feel are most representative of your book idea as a whole.
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- 7) Include a CV.
- 8) Direct the materials to the Acquisitions Editor at the address below or consult our website <<http://www.tcpres.com>> for information on each of our editors' specific subject areas.

General Guidelines

All manuscripts must be typed double-space, on one side only, on good quality white paper with one-inch margins on all sides. For correct punctuation, capitalization, organization of material, usage and the like, we recommend the *Publication Manual of the American Psychological Association, 5th Edition*. Particular care must be taken with endnotes and bibliographies. In general, follow the APA author-date style described in their manual.

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