Suggestions for Submitting Manuscripts or Proposals

Teachers College Press publishes books in all areas of education, broadly conceived, from pre-kindergarten to postgraduate. We specialize in texts, professional books, videos, and other materials for students, faculty, practitioners, researchers, and policy makers. Consult our current catalog or visit our website at http://www.tcpress.com to see the broad range of our publications.

Procedure:

1) Send a prospectus with separate sections outlining and describing the following aspects of your book:
   - Scope and aims (What is the book’s argument and purpose)
   - Content (What topic(s) does the book cover?)
   - Ms. length, in words
   - Audience (Who will read the work)
   - Complementary and competing texts.
   - Please be sure that your scope and aims does not simply describe and list what will be in the book, but that it provides an argument that shows (not tells) “why” you are writing the book, “why” it is important, and “how” it is important to the field. Also, make clear what is the knowledge base and theoretical underpinning for the work. 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 other—that could be used in marketing the work (for example, websites, videos, podcasts, blogs, newsletters, listservers, etc…)? Having your own personal website and/or blog that would be wholly or partially devoted to the book would be quite helpful.

4) Indicate if you expect to have 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.
6) Include a list of eight to ten qualified potential peer reviewers for us to consider, and their email addresses and/or institutions, in case your project enters our peer review process. Peer review is an important and necessary step before Teachers College Press can contract any book.

7) Include a CV.

8) Direct the materials to the Acquisitions Editor at the address below or consult our website <http://www.tcpress.com> for information on each of our editors’ specific subject areas.

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### General Guidelines

Currently, we do most of our correspondence and work through email. Our preferred format is Microsoft Word. Feel free to send your manuscript as an email attachment to acquisitions editor of your subject area.

If you prefer to send a hard copy of the prospectus, please use the following as your guideline. 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, 6th Edition*. Particular care must be taken with endnotes and bibliographies. In general, follow the APA author-date style described in their manual.


We do not return materials unless otherwise requested.

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