



Proposal Guidelines for Nonfiction Manuscripts

Directions: You may submit a hard copy or electronic copy. Please include the following in your proposal if applicable:

1. **Curriculum Vitae/Resume:** (No more than five pages) In no more than five pages, include essential information about occupation, education, publications, and papers.
2. **Overview/summary of the Project:** (No more than five pages)

Include the following components:

- a. **Content** - Describe the content of the work in concise, clear language. What is it about? What is the guiding thesis of the manuscript? What are the central research questions that the manuscript answers?
 - b. **Organization** - How does the work cohere as a whole? How do the chapters connect to one another?
 - c. **Audience/ Market** - Who will read and buy this book? Chickasaw audience? Regional audience? Scholarly audience? Literary audience? Be realistic about its audience.
 - d. **Significance and context of the work** - discuss the work's significance to a scholarly or literary audience and to a Chickasaw audience. Why does it need to be published? Why would anyone care to read it? How does it connect to and depart from current scholarship in this area? It is very important in your proposal that you depict the content and significance of the work as accurately as possible. We need to know exactly what is being offered; if you misrepresent the work at this stage, sooner or later either the Press or reviewers will see the discrepancy and reject the manuscript.
 - e. **Appropriateness/Fit** - Explain how the proposed work would fit in with the current publishing strategy and efforts of the Press. Does the Press publish the type of book you are proposing (for example, a monograph, memoir, primary source)?
3. **Format/Specifications of the Project:** (1-2 pages for proposals)
 - a. **Font and Type Size:** The entire manuscript should be single-sided, double-spaced and set in 12 point Palatino font.
 - b. **Margins:** Use 1-inch margins on all sides. Header and footer margins should be ½ inch on the top and bottom.

- c. **No Running Heads:** Do not include running heads in the header or footer (Example: author name, title, or chapter).
- d. **Justifications:** The manuscript should align left only. Do not use justification or hyphenation features in your manuscript. The only words that should be hyphenated are compound words. (Example: Text on the left should be even and the text on the right should be jagged).
- e. **Page Numbering:** Number all pages in the manuscript either consecutively or within each chapter.

Address these topics, if relevant:

- f. **Length -** The length or projected length of the work (assuming double-spaced manuscript pages, in 12 pt. Palatino).
 - g. **Illustrations -** The number and type of illustrations, photos, maps, or tables. The possibility of text, illustrations, maps, or tables being produced camera-ready.
 - h. **Timetable -** If the work has not been written, when will it be completed if an advance contract is offered? If the work is finished, how soon could it be sent to the Press for review if an editor is interested in looking at it? Once a proposal or manuscript is approved for publication, a contract will be drawn. If royalties or payments are applicable, then they will be set based on receivables from the author. Payments will be divided into three, first and second based on deliverables and final based on completion.
- 4. **Detailed Chapter Outline:** (1-2 paragraphs per chapter) Summarize each chapter in some detail. Discuss content and how each chapter fits into the organizational plan of the book as a whole.
 - 5. **Sample Bibliography:** List complete references for all works cited in your proposal and provide additional bibliography as needed to demonstrate your knowledge of the field.
 - 6. **Sample Chapters:** If chapters are available, provide one or two chapter drafts that are representative of the work as a whole. Send your proposal in hard copy to:

Submit Proposals to:
Wiley Barnes
Chickasaw Press
1315 Hoppe Blvd.
Ada, OK 74820
(580) 436.7282
wiley.barnes@chickasaw.net