

Submit Your Proposal

If you have a reference project that you would like to propose for publication, please submit your proposal to the acquisitions editor who handles your discipline. Some editors have a preferred method for proposing a book. Check with the editor in your discipline before sending the proposal. In any case, be prepared with information such as:

- **Keynote.** In one or two sentences, describe the scope, rationale and purpose, and direction that the work will take and explain why the work fills a significant information gap in library collections.
- **Organization/outline.** Prepare a tentative table of contents or list of entries. (The list of entries does not have to be complete, but please provide a good sampling.) Include a sample entry or describe the specific elements that each entry will contain. For encyclopedias, each entry should conclude with a short, relevant bibliography suitable for student research (the complete work will also need a selected, general bibliography of print and electronic resources for students). Also include a sample listing of primary documents and any appendices.
- **Length.** Estimate the total number of words for the final manuscript.
- **User objectives.** Put yourself in the reader's position. What assignments might your work be used for in high schools or college courses? How will your work help students succeed in school? What problems might your work help public library readers research or solve?
- **Competition.** If there are any other recent reference works (published in the last five years) on the same topic, list them. Include author, title, publisher, date of publication, number of pages, and price. Comment on how your work is different from or supersedes the competitive title.
- **Biographical information.** Include a paragraph on your credentials as well as your c.v.

NOTE: Our sample proposal template may help you prepare your materials. [Click here](#) to view the ABC-CLIO/Greenwood proposal memo template.

Please forward your proposal to the appropriate editor via e-mail. Editorial contacts are listed here by subject area. If you cannot identify the appropriate editor, send the proposal via e-mail to acquisition_inquiries@abc-clio.com, or mail it to:

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