CONNECTED COMMUNITIES SERIES PROPOSAL GUIDELINES

All publications in the series will be expected to:

- Explicitly address and speak to the themes of the series
- Engage both academic and public/community knowledge in their production
- Make both theoretical and methodological contributions to knowledge through in-depth disciplined analysis and innovation in research methodology.
- Make a contribution not only in the field of community engaged scholarship, but to a broader field – whether an academic discipline, a community concern or a policy area
- Reflect the multi-faceted experiences of collaborative research, including reflection on its limitations as well as its strengths
- Recognise the history, previous traditions and the wider international context (both practice and scholarship) of the material being presented
- Employ specialist language where essential to understanding, but explain this to enable non-specialists to read and understand the work
- Think critically and creatively about the appropriate format needed to engage diverse audiences with the material
- Draw together insights from the arts, humanities and social sciences.

In the case of edited collections, editors should:

- Ensure that the publication offers a coherent overarching narrative for the publication that enables all contributions to be greater than the sum of their parts,
- Includes forewords and conclusions that tie together the contributions and relate the contents of the publication to the themes of the book series

The series particularly welcomes proposals that incorporate experimental forms of scholarship and publications that demonstrate innovative ways of connecting academic and public research.

A well-developed proposal should be approximately 5–8 pages (excluding CVs and any sample material) and cover the points detailed in these guidelines, preferably in the order presented. It is important that the proposal presents a convincing rationale for your publication. It should clearly outline the work's objectives and explain the benefits and advantages it will provide to the intended audience, above and beyond what is currently available. The proposal is your opportunity to present your proposed publication to the publisher and readers, so please prepare the material carefully.

Please see the guidelines in this document for detailed information on what to include in your proposal. We advise that you use the following headings: Synopsis and aims, Background information, Content, Author information, Target audience, Competition, Typescript information, Timetable and Referees.

PUBLISHING PROCESS

Your proposal will be read by the appropriate subject editor at Policy Press who will discuss it with you before sending it for peer review, if appropriate. Once it has been sent for review we make every effort to collate the responses and feedback to you within 6–8 weeks of receiving your proposal. We are committed to working

closely with our authors and to making publishing decisions as efficiently as possible so if there are any circumstances we should bear in mind from the point of view of timing (for instance if the proposal is under consideration by another publisher), please do let us know.

If you have any questions or would like to discuss your ideas with us first, please contact the relevant editor for your subject area.

PROPOSAL

1. TITLE INFORMATION

Proposed working title and sub-title

Please bear in mind that, at times, the title may be the only indication of content for librarians, booksellers and institutional customers and it is therefore important that it is sufficiently informative, descriptive and includes key words or terms which will help drive readers to your content.

Author(s)/editor(s)

Please include your affiliation(s) here but use the later 'Author information' section for full details. If there is more than one author/editor, please list the names in the order you would like them to appear on the work.

2. SYNOPSIS AND AIMS

Scope and Content (c. 500–800 words)

Outline the publication's *scope and content*, and highlight its *originality*.

You should consider the following:

- *Why does a text need to be written on your proposed topic and what is original about the content or your particular approach?*

- *What themes, concepts and ideas will you develop?*

- *What is the publication's topicality or academic/teaching /policy/practice relevance?*

- *How widely is the topic studied? Is it at the forefront of current research?*

- *What, if any, are the deliberate omissions? And why?*

Aims

Highlight the specific *aims* of the work, explaining them as clearly and succinctly as possible.

You should consider:

- *What gap will the work fill and why is this publication needed? How are these needs sufficiently important to support a new publication?*

- *Do you want it to challenge current policy, practice or thinking? If so, who do you want to read this? And why?*

- *Is the aim to disseminate research or new thinking? If so, who do you want to read this? And why?*

Summary (c.250 words)

Please include a summary explaining what your proposed work is about, ideally ensuring that the description is suitable for non-specialists with only a basic knowledge of the field. Keep in mind that this would form the basis of a marketing blurb about your title.

Unique Selling Point

Please highlight the main selling point of the work. What is unique about the content or approach?

Key features

Additionally, please provide a maximum of five bullet points that summarise the most important aspects of your text, and explain the benefits they offer to the reader.

Keywords

Please suggest five keywords for your work, which will help readers to discover your content when searching online.

3. BACKGROUND INFORMATION

What has motivated you to write this text now?

For example:

- *Has the impetus come from your students or colleagues?*

- *Have you felt that the need for a book on the subject for your own work or teaching?*

Please describe the background to the proposal.

You should consider the following:

- *If the work arises out of funded research, when was the research carried out? What, if any, are the funder's dissemination requirements?*

- *If it was originally devised to support a course, which course and how long have you been teaching in this area?*

- *If the work is based on your PhD/PhD research, is it available electronically anywhere, e.g. in an institutional library?*

- *Has any of the content been published elsewhere, for example in journal articles?*

4. CONTENT

This section should include a provisional list of contents, with primary subheadings if possible, and a detailed chapter-by-chapter summary (at least 500 words describing each chapter). Please give an approximate breakdown of the word count (including references) per chapter.

If applicable, you should also outline any chapter template(s) that you plan to use.

Please provide sample chapters or a complete draft if currently available, and clearly mark the material 'draft'.

If your work is an edited collection, please provide brief details about the selection criteria for the chapters and authors and outline how the editor(s) will ensure coherence throughout the text.

For specific guidance on textbooks, please see page 6 of this document.

Digital content

All of our content is available in eBook formats (see further details on our website) and we are always interested in discussing ideas for digital products. If you have suggestions regarding digital formats or any additional digital content such as audio or video clips that would be suitable for the project or for marketing purposes, please include details here.

There may be scope for either Policy Press Bytes or Policy Briefings output either before or after publication to actively encourage and support the key messages of the book and reach wider audiences, please indicate if you feel either of these options would be suitable for your project (see further details on our website).

5. AUTHOR INFORMATION

Include details of current position, affiliation and full contact details, as well as nationality, for each author or editor. You should also provide a list of previous publications and other relevant experience, such as teaching or research, or attach current CV(s).

Please add details of any social media, blogs or personal websites you currently use in your work. If you have any direct routes to market, or suggestions for marketing, please also provide details here (authors are asked to complete a full marketing questionnaire later in the process so only brief details or pointers are necessary at this stage).

If your work is an edited collection, you should provide at least names and affiliations for all contributors. Please also make it clear if any potential contributors have not yet been approached or agreed to be on-board.

6. TARGET AUDIENCE

Please provide details of the intended audience for your book and why the work will be of value to them.

Primary audience

This should be people who need this publication.

Secondary audience

This should include those who may like to read it or should read it.

You should consider:

- *Is the title a research monograph for academic readers? If so, is it likely to be mainly for library purchase?*

- *Are there any societies, professional organisations or other groups which might be a significant audience for the work?*

- *Will there be practitioner interest in the title? If so, how will it benefit them in their work?*

- *What is the international market for your text? In which countries or regions specifically will it be of interest? What features (such as case studies, contributors, foreword or endorsements) would help us to market it to an international audience?*

Course Information

If your title will be relevant on any courses, please provide details here and include as much information as possible about the courses/modules such as the level and the student numbers. Please include whether the courses are undergraduate, postgraduate or professional.

For specific guidance on textbooks, please see page 6 of this document.

7. COMPETITION

List any competing publications and/or digital resources, where possible giving details of date, publisher and price, and an assessment of your book's position against the competition.

You should consider:

- *How does your publication fit alongside others on the subject, and how does it differ? What unique features or focus does it have in comparison?*

- *What are the strengths and weaknesses of the competition?*

- *Why is your publication more suited to the needs of potential readers? Will it be more comprehensive or more focused? Is it based on original research or new thinking? Is it more up-to-date?*

For specific guidance on textbooks, please see page 6 of this document.

8. TYPESCRIPT INFORMATION

Please give the estimated total word count (to the nearest 5,000 words) of your work.

If applicable, please also specify the number and type of illustrations required (photographs, diagrams, maps or tables) and what format/package these can be supplied in.

Please state what stage you have reached in preparing the typescript, particularly if parts of the typescript are already or about to be published elsewhere (for example, as journal articles).

If you will be using a substantial amount of material that is likely to need copyright clearance, please give details.

9. TIMETABLE

Please give a realistic schedule for completion of the work and indicate when you hope to see the book published.

Where applicable, this should cover:

- *Do you have time set aside, such as a sabbatical, when you plan to work on this project?*

- *Is the timing of the publication crucial? Should it tie in with new legislation or be ready for the start of a new course?*

- *Are there any key conferences we should consider for promoting the work?*

- *How quickly will the content need to be updated? Are online updates appropriate?*

10. REFEREES

Please include names and contact details of at least four people whom you would regard as suitably qualified to comment on the proposal.

If applicable, please advise us of any conflicts of interest, or any reviewers that you feel would be inappropriate for us to approach.

Please send your Publishing Proposal electronically to the relevant editor and mark FAO Editor for [your subject area].