

**Authors interested in submitting a manuscript for a book or monograph must first prepare a formal proposal to RTI Press, using this book proposal template. Completed proposals should be submitted through [Scholastica](#).<sup>\*</sup> Authors should allow at least 30 days for RTI Press review of book proposals.**

The RTI Press team will review each proposal with consideration of the volume's subject matter, the quality of the proposal, available funding, and plans for disseminating the book, if accepted. We may draw on field experts – from both inside and outside RTI – to peer review a proposal. During proposal review, the RTI Press team may contact authors to discuss revised time frames and possible cost-sharing. Authors can only submit book manuscripts for RTI Press review if their proposals have been approved.

If you have questions on filling out this form, please contact [rtipress@rti.org](mailto:rtipress@rti.org).

**Working title**

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**Author(s)/editor(s)**

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**Date proposal submitted**

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<sup>\*</sup> Please note that you must use a Chrome, Firefox, or Safari browser for Scholastica, as the system does not support Internet Explorer.

## Proposal for Book to Be Published by RTI Press

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### **Description**

In 1 or 2 paragraphs, provide an overview of the work. Describe the scope, depth, and notable topics or features and include any background on why there is a need for a new resource in this area.



# Proposal for Book to Be Published by RTI Press

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## Target audience

Describe your intended audience (e.g., industry sector, policymakers, specific clients, practitioners, academic subspecialties).

## Benefits to audience

With reference to the target audience(s) listed above, please give details of the following:

- information needs of the audience relating to the subject that your book will address
- features and content in your book that will be most valuable to the reader
- why a book is preferable to another published format (e.g., paper, brief)

## Competition

List the books, journals, websites, or other information sources that would compete most closely with your book and briefly describe how they compare. Why would readers choose your book over the competition?

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## Publishing timeline

Peer review of book manuscripts requires 3–6 months. Authors are responsible for completing revisions in a timely manner. For accepted book manuscripts, authors should count on *at least* 3 months for editing and layout of the final volume.

Given these time frames, please consider and let us know:

• when you could deliver a complete manuscript	
• whether you have a particular target publication date	

## Specifications

Please consider and let us know:

• estimated length of manuscript, in pages (before layout; estimate about 450 words per page). The target length for books is 150 to 200 pages (around 67,000 to 90,000 words).	
• approximate number of illustrations and figures, and whether any require color	
• whether the book will have any ancillary materials	

## Cost considerations

Please explain:

What funds are available for ensuring full editing of the manuscript before it is submitted? RTI Press can help you estimate these costs, if needed.
What funds are available for editing of the revised manuscript, if major revisions are needed?

## Publicity and marketing

Please explain your plans for publicizing and sharing the book upon publication. For example:

- Are there any particular websites, other media, or mailing lists that might be appropriate for publicizing your work?
- Are there journals in which your book might be reviewed?
- Are there any conferences at which it could be presented or disseminated?
- Will you organize events to present the publication/findings?
- Have you discussed plans for dissemination with either your divisional communications staff or Public Relations and Corporate Communications personnel?

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## Suggested reviewers

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## Sample chapters (optional)

If any part of the manuscript is completed, please submit it with the proposal.