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# JOHN WILEY & SONS

## *Guidelines for Submitting a Proposal*

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### **All proposals should be accompanied by:**

1. Biographies for all authors listed.
2. At least three sample chapters, unless agreed upon by Acquisitions Editor.
3. A detailed outline which must include chapter sub-headings and appendices.
4. Prospectus
  - Discuss motivations, content, approach, organization. You should include a detailed discussion of any unique features the work has.
  - Compare work to related or competing works. Give details of other works including author, publisher, features, copyright year.
  - Discuss production needs or questions. Include details on special considerations, software, graphics, illustrations (how many?).
  - Discuss intended audience. List primary and secondary markets for your book and include potential foreign markets. If a textbook, indicate course(s) for which it is appropriate. If a trade book, describe what previous knowledge is assumed.
  - Scheduled date of completion of first draft
  - List reviewers you feel are especially qualified to consider the work.
  - If a textbook, please discuss pedagogical features.
  - Solutions to all problems in book or separate manual

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### **Any questions should be addressed to:**

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