

GUIDELINES FOR PROSPECTIVE AUTHORS

If you would like to submit a book proposal, please address it to Margit Bal by e-mail: m.bal@larcier-intersentia.be.

1. BOOK PROPOSAL

Please provide the following information:

- A **book description** that informs the reader about the content and your motivation for writing/editing this book. What is the question you wish to answer? Why is it original? Why should the book be published now? The book description should also include: the title of the book, the overall length of the publication (please provide a word count including a count of the footnotes) and the readership that you wish to reach.
- A **critical literature review**. How does the proposed book contribute to existing literature in the field?
- Depending on the book's progress, please provide either the entire **manuscript** or two to three **sample chapters**.
- A **table of contents**. If you are still in the process of writing the book, please provide **abstracts** for each chapter.
- If the proposed book is based on a PhD thesis, detailed information on the **planned revisions**, including the time that will be required for the revisions.
- A brief **author CV**.
- A clear statement that the book proposal is submitted to Intersentia **exclusively** (we may accept simultaneous submission to another publisher only in exceptional circumstances).

2. REVIEW PROCESS

2.1. IN-HOUSE ASSESSMENT

Book proposals are initially assessed in-house. If we feel that the proposed book is in line with our quality requirements and fits our title list or subject areas that we intend to focus on, we will seek the opinion of **peer reviewers**.

2.2. PEER REVIEW

We usually ask peer reviewers to return their evaluations together with any suggestions for revision within **six to eight weeks**. This may take longer, however, depending on the peer reviewers' obligations and commitments.

As soon as we receive the evaluations, we will send you an anonymised version and give you the **opportunity to respond**.

3. PRODUCTION AND PUBLICATION

If we agree to publish the proposed book, you will receive a formal **offer of publication** in writing.

Once the manuscript is submitted and depending on the length and condition of the text, it will take approximately **six months** to produce and publish. If a language edit is required, the production time may be extended by up to four weeks.

Copy-editors (all English **native speakers**) will edit the Word files, and all corrections, suggestions or queries will be shown using track changes and/or the comment function. Once you have approved the edited Word files, two sets of proofs (PDF files) will be prepared.

4. MARKETING AND DISTRIBUTION

Marketing the book begins in the **very early stages** of our collaboration, when we send out advance information sheets (AIs), and continues up to and beyond the book's publication with flyers, emailings, newsletters and more. We have contact with journals who may be interested in publishing a **book review**. At the same time, we regularly attend **conferences** to promote our publications. All institutions and individuals we contact are carefully selected according to the **specific needs of the book**. Therefore, if the author wishes to provide suggestions of events at which to market their book, or journals, institutions and individuals to whom it may be of interest, we warmly welcome their input and will follow these up as appropriate.

Our local distributors in Europe, North America, Australia and Asia cover both the commercial and promotional side of book sales. Our **combined efforts** ensure that our publications reach all relevant potential customers ranging from (academic) book shops and libraries, universities, legal professionals, academics and scholars, students, NGO's, international organisations, government officials and more.