

## Submissions Guidelines

**We do not accept manuscript submissions for poetry, children's books, or fiction.**

*If, after reading about our Press and the work we are doing, you think you have a project that would be a good fit, we hope you will submit it for review by following the guidelines below. For further insight in how to craft an effective book proposal and in understanding what editors are looking for as they read, we recommend that you consult the most recent edition of *The Writer's Market*, William Germano's *Getting it Published*, or *Fortunato's and Rabiner's Thinking Like Your Editor*.*

*We will give your proposal thoughtful consideration. Because we have a small staff and receive a large number of proposals, you may wait for 3–6 months to receive a response. Please feel free to check in for a status update on your review process.*

*We do accept simultaneous submissions and only ask that you keep us informed if you receive serious interest from or sign a contract with another publisher.*

### Submissions Guidelines:

To submit a book proposal to ACU Press, please email the following materials to [manuscriptsubmissions@groupmail.acu.edu](mailto:manuscriptsubmissions@groupmail.acu.edu). (If you are submitting at the invitation of a particular editor, please feel free to send these materials directly to the editor's email address.) If a proposal is incomplete, we may not be able to respond, so please be sure to include all the material listed below.

Please use the following as your subject line: Book Proposal—ACU Press.

### Required Information:

1. Project Title
2. Table of Contents, including chapter overviews that summarize the content and accomplishments of each chapter in 1–3 sentences.
3. A list of full publication information for any material that has been previously published. Please identify how this material fits into the book.
4. The current status of the manuscript and the date the full manuscript will be available.
5. Estimated word count of the finished manuscript.
6. A twenty-five word description of the book.
7. A 250-word description of the book.
8. A 250-word summary identifying the project's subject, thesis, method, scope, influences, theoretical underpinnings, limitations, intended audience, and potential significance.
9. A review of research on the subject, listing what else has been published along with brief summaries and a concluding statement about what this project adds to the field.
10. The book's introduction and at least two sample chapters.
11. A 150-word author bio.
12. A current resume or CV that lists all education, academic and professional positions, and previous publications (including both books and journal articles). Please indicate whether publications were peer-reviewed.
13. A comprehensive list of all previously published books, including title, publisher(s), year(s), and ISBN.
14. A list of three to five scholars who would likely provide an endorsement for the book.
15. A list of five scholarly journals that should review the book.
16. Any other details that you believe we should consider as we review your project.