**BMERT Book Proposal Guidelines**

**Background**

BMERT welcomes proposals for BMERT to publish books in the fields of: ***The* *History and Culture of the Blue Mountains; Spirituality; and Indigenous History and Culture.***

Proposals must contain vital information about the book, establish a clear rationale for publication and describe how the author(s) or editor(s) will accomplish that purpose. The proposal must demonstrate that the author(s) or editor(s) has/have sufficient expertise in the subject and enough comprehensive, valid material to justify a book, rather than a journal article. Features that make the book unique should be described.

The information should be succinct, yet comprehensive enough for thorough review. Even if a full manuscript is submitted, the author(s) should also submit a book proposal that describes the book’s purpose, the potential audience for the book, and the author’s qualifications to write the book. If these guide lines are not followed, the author(s) will be asked to revise and resubmit.

**Proposal Elements**

The proposal itself should be no longer than six pages, addressing the following:

* List the names and affiliations of author(s) and/or editor(s).
* Description of the work (e.g. edited collected work, devotional, theological, historical, archaeological, original research, etc), subject, target audience, rationale or purpose of the work and its benefits, estimated length of the manuscript (recommended 50,000 to 100,000 words), estimated timetable for completion, and description of any anticipated artwork, tables, or figures included in the work)
* Description of the author(s) or editor(s)’expertise in the subject matter, evidence that they have enough comprehensive, valid material to justify a book (rather than a journal article), and any features that make the book unique.
* Assessment of the market for the book, including an estimate of the size of the target audience, the current competing works for this audience on the proposed subject, and a description of how the proposed book will be superior or different.
* List of particular marketing channels with which you have contact (e.g. media, organisations, courses, etc.)
* An outline or draft table of contents for the work that is sufficient to convey the proposed flow and major points to be covered in the work. If the book is intended t be a collective work, provide the names and chapters of the prospective authors.
* It is BMERT practice to confer with BMCC Aboriginal Advisory Council before publishing books with Aboriginal cultural content; please acknowledge.

The following additional materials (not included in the six-page limit above) should be provided:

* An introductory chapter or sample of the author’s recent work to evaluate their writing style and the skill with which the subject is likely to be developed.
* Curriculum vitae or resumes of authors or editors.

**Next Steps**

Authors will receive an email acknowledgement of their submission. The proposal will be evaluated to determine the extent to which the proposal would produce a work appropriate for the BMERT catalogue at the current time. The evaluation considers whether the proposal

* Demonstrates a significant contribution to the field
* Is innovative and of broad interest.
* Appears to have a sufficient potential audience
* Contains timely material
* Contains subject matter relating to BMERT priorities
* Meets BMERT standards of presentation
* Is readable, consistent, conceptually clear, and precise

Should a proposal be accepted, a contract regarding the expected work will be drawn up. Potential authors are cautioned that BMERT reserves the right to terminate the agreement if the final manuscript does not reflect the proposal or is not delivered at a time or in a condition agreed upon.

The contract will address negotiations regarding:

* deadlines and rights of intellectual property
* financial details (as BMERT is a not-for-profit organisation, book sales need to finance the production of the books). Authors / editors are not paid royalties but receive complimentary copies of their book and are entitled to a discount on purchasing any BMERT books
* The author / editor’s responsibility for final production as per the ‘printers proof’, including consistency of formatting and originality of the work