



# HIGHER EDUCATION & MINISTRY

The United Methodist Church

## Guidelines for Academic Book Proposals

**Author/Editor Information.** Give your name, mailing address, e-mail address, phone number(s). Enclose a current resume that indicates your present position, educational background, and previous publications, with special emphasis on how you are qualified to write the book that you are proposing. If you are the editor of essays, please attach a list of the names, addresses, emails, and affiliation of all contributors to your book. *Please note that we do not publish dissertations.*

**Title of the Book.** Indicate the tentative title and subtitle of the book.

**Description of the Book.** In 200–250 words, describe the book. What is the nature, focus, purpose, or argument of the book? What is its thesis? Imagine that you are writing the “blurb” for the back cover of the book or the description that would go into our catalog. What would you say to compel a potential reader to buy this particular book? Why would they want to read it?

**Table of Contents and Annotated Outline.** Give the tentative table of contents of the book by chapter. Beneath each chapter title give a brief outline for the chapter and a brief summary of its contents. This summary should explain the focus and development of the chapter and indicate how the chapter advances the argument and logical flow of the whole book.

**Intended Audience.** For what specific audience is the book written: professors? students?

**Key Benefits.** What will your readers want to “take away” from your book?

**Competition.** To what published works would you compare the book you are proposing? What does your book offer that these competing titles do not? How will your book be superior to or different from them? Where and how does your book fit into the universe of previously published books in your area?

**Previous Publication.** Has any of the material to be included in your work been previously published? If so, where and in what form? Do you control all publishing rights or will permission clearance from the other publisher(s) be necessary?

**Manuscript Submission.** What is the estimated length of the proposed manuscript? How many words? Please note that only electronic submissions are accepted. Manuscript should be in Times New Roman, 12-point font, double spaced with clearly marked subheadings.

**Date of Completion.** Indicate the date by which you could will submit a completed manuscript.

**Sample Chapter.** Please enclose a sample of 15–25 pages. The introduction and first chapter are best. These should be pages which are typical of the book as a whole, especially critical to your argument, potentially controversial, or that give a good overview of the book.

**Manuscript Review.** Your manuscript may be sent out for review, in which case the reviewers’ comments will share with you anonymously.

Please send your proposal or any questions to: **M. Kathryn Armistead, PhD** at [karmistead@gbhem.org](mailto:karmistead@gbhem.org). I will confirm receipt.

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