



Elements for a Manuscript Prospectus-Trade Books

1. What is your purpose in writing this project? What are your goals for the work?
2. What is the reasoning behind the scope and organization of the topics presented? How does this organization help you achieve your purpose?
3. What unique and/or notable features does your project offer? How does your work differ from other similar projects? Please give a short synopsis of two or three works of a similar nature.
4. Who is the intended audience for the project?
5. What is the current status of your manuscript? What is your expected completion date? Please provide some of the physical characteristics of the project: Approximately how many pages in the final draft? How many photographs, illustrations, maps or tables do you plan to include?
6. What expectations do you have for how the finished book will look?
7. What expectations do you have of the press's staff in terms of editing, designing, and selling your book?
8. What can we expect from you in terms of assisting with the marketing and promotion of the book?
9. Please include an annotated Table of Contents, preface or introduction, and a representative sample of the manuscript. Please also include a copy of your most recent c.v. or résumé.