

Guidelines for Submitting a Book Proposal

1. Written Proposal

Prospective author(s) must submit a written proposal. It needs to consist of the following items:

- Description of the purpose of the work and an explanation of the methodology to be used
- Table of contents
- Detailed content outline, including a concise summary of essential points, statements, and facts
- Writing sample, e.g., published article, sample chapter, etc.
- Identification of the target market
- List of competitive works
- Time frame for completion of the manuscript

2. Issuance of Contract

Authors of approved proposals will be offered a publishing contract, which is based on the Appraisal Institute's standard publishing agreement and modified as required.

3. Review Process

When the draft manuscript is received, Educational Publications Committee members and other expert reviewers will consider the following questions in evaluating it.

- Does the author cover the material detailed in the initial outline and proposal?
- Is the work timely, representing current information and methodology?
- Does the work take into account the existing body of knowledge on the topic?
- Does the work reflect accepted standards of practice and, if not, can any conflicts or deficiencies be resolved?
- Does the work further the educational goals of the Appraisal Institute?

If the reviewers suggest alterations to the work, the author is responsible for making any necessary changes or explaining why the reviewers' suggestions are not acceptable. The reviewers will review the manuscript again after revision and make recommendations concerning publication of the work.