

## Preliminary Book Information Form

This form will be used to consider your book project for publication. Thank you for taking the time to complete it as fully as possible. In addition to the questions within the form please submit the following items as attachments:

- a **Table of Contents** (including a list of contributors if applicable);
- an analytical **Synopsis** of the contents of each chapter (approx. 200 words per chapter);
- a **Curriculum Vitae** and a **list of your publications** (and co-authors or co-editors if applicable);
- (*Recommended*): **Sample chapter(s)** of the proposed work.

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**Bulk Order:** if you are considering purchasing a **bulk order** of your published book, please indicate this in your proposal email. It is advantageous to include mention of this in the agreement to ensure a fixed price. Bulk orders of the hard cover version start at 50 copies. If we are to run a special soft cover bulk printing, then the minimum is 100 copies.

**Funding:** Please indicate if your research was funded, and if applicable provide the name of the funder

**Funded / not funded**

**Name of funding organization/institution and grant number:**

**Open Access:** It is possible to publish books with Springer as **Open Access**. If you are interested in this option:

1. Please indicate you are interested in making your publication available Open Access:  
**My funder requires Open Access publication** [  ]  
**Open Access publication is not required, but I wish to explore this route** [  ]  
**I am not required/do not wish to publish Open Access** [  ]
2. There is a 15% loyalty discount for editors affiliated with an OA Member Institute, please see list of [members](#).  
If your institution is not currently a member, visit our [OA funding and policy support page](#) to learn more about funding options, and to view our list of organizations with OA funding.

More information on Open Access publishing can be found at:  
<http://www.springer.com/gp/open-access>

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## 1. CONTACT INFORMATION

**Full author/editor contact details (for each editor/author if applicable):**

*(if co-authors/editors are from other affiliations, please attach their full address and other contact information to this form)*

|              |  |
|--------------|--|
| Name:        |  |
| Position:    |  |
| Affiliation: |  |
| Address:     |  |
| Email:       |  |
| Tel:         |  |

|              |  |
|--------------|--|
| Name:        |  |
| Position:    |  |
| Affiliation: |  |
| Address:     |  |
| Email:       |  |
| Tel:         |  |

## 2. AUTHOR-BIO

*Although we will need your CV attached to the proposal, a brief paragraph that provides an overview of your current interests and backgrounds (**Author-Bio**) is also necessary. That way, the shorter version can be picked up readily for promotional pieces and so forth.*

## 3. TITLE OF THE PROPOSED WORK

*Please note, the title should be a clear reflection of the content of the work; also note that the title you choose will heavily impact the searchability and findability of your book. Make sure your title is SEO (Search Engine Optimization) –proof. When potential readers are looking for your book, they often use the title as a snap decision if your book is what they are looking for. Make sure your title very specifically conveys your book’s topic. One-word titles and creative (metaphorical) titles will be passed over by your audience and / or missed in searches. Also keep in mind that only the first 65 characters of your title appear on Google, **so it is important to add the main keywords in the main title.***

**Book title:**

**Subtitle (if applicable):**

**Submission for Springer Series title (if applicable):**

**If this is a translated title, please give the original title, publisher, date of publication and translator(s) name(s):**

If this is a revised edition, please indicate what information has been revised / which new chapters have been added:

#### 4. RATIONALE

Please describe the work, its purpose and its background. Please provide some context for the book proposal, i.e., relevant information for what issues the book addresses and why the targeted market needs this specific information right now. Write 2-4 paragraphs for this.

#### 5. TYPE OF WORK

Please indicate the exact type of work you are proposing:

- a.  Monograph
- b.  Edited volume:
  - 1.  containing completely new material
  - 2.  containing previously published materials/papers\*
- c. Conference proceedings:
  - 1.  invited papers only
  - 2.  all papers
- d.  Reference Work:
- e.  Translation:
- f.  Other, namely:

\* Please indicate if any portion of the work has been previously published. If your work will contain previously published materials, what percentage of the book proposed will be new? Please note: It is the editor/author's responsibility to secure the rights and permissions of any reprints used.

#### 6. MANUSCRIPT SPECIFICATIONS

- a. No. of words in manuscript:
- b. No. of manuscript pages (525 words per page):  
*Important: Springer book usually have a minimum of 200 pages (= 105,000 words).*
- c. No. of photographs:
  - black and white
  - colour
- d. No. of line drawings:
- e. No. of tables:
- f. No. of figures:
- g. Other items:

**Manuscript will contain:**  
(please check all applicable)

- a.  Preface (if so, by who):
- b.  Bibliography of selected titles:
- c.  Name and/or subject index:
- d.  Translator's note:

- e.  Introduction (if so, by who):  
f.  Glossary of terms:  
g.  Other items (if so, please list the other items):

**NB!** Please append the electronic version of the Table of Contents of your work to this form, as well as a sample chapter (recommended) and a synoptic outline.

**Are you able to submit your final manuscript in Word, PDF or LaTeX following our Instructions for Authors?**

Our instructions for authors can be found here:

<https://www.springer.com/gp/authors-editors/book-authors-editors/resources-guidelines/book-manuscript-guidelines>

- Yes  
 No

**Expected manuscript completion date (mm/dd/yyyy):**

## 7. MARKETING INFORMATION

**Do you have any pre-publication (review) quotes we could use? If so, please provide them, including the writer's name and affiliation. If this quote has already been published, please provide details.**

### Promotional text:

To be able to promote and sell this title, you are kindly requested to submit a **Promotional Text** (of approximately 200 words), which:

- is to the point, succinct and relevant;
- includes the unique features of the book;
- includes the target audience (please narrow down the audience to the niche target groups);
- can be used on the back cover of the book, in promotional brochures, catalogues and on the Web.

*Focus on the benefit of the book for the reader in your field. Do not tell what the book is, but what it does; what it aims to achieve rather than dwelling too much in general terms on the field that it is covering, although a little of the latter is fine. Also utilize key phrases, allowing your book to be found with searches. A potential reader will often look at the top of your text and Google will only show the first 60 characters. So your first few sentences are very important. We suggest starting the first sentence with **"This book offers/provides etc..."** and ending the text with **a short description of the target audience.***

### Audience:

*Who is being written for (please be as specific as possible). Try to really target the primary market; additional readers can be included in the secondary markets.*

**Primary:**

**Secondary:**

### Unique Selling Points (USP):

USPs show why potential readers may want to buy or download your book. USPs should be

in short bullet point style and emphasize the unique features of the book e.g. what sets it apart from competing literature or underlines the lack thereof. Examples of the type of phraseology would be:

- *The first book to cover...or*
- *The only book dealing with...or*
- *Brings together a group of top scholars on the much debated issue of...*
- *And so on*

### Keywords:

Could you list at least 6 **Keyword terms** that pertain directly to the content of your book? Try to think in terms of which phrases you or your colleagues would use when looking for information on Google or Amazon, such as 'Negotiating Psychological Contracts' or 'Job Demands-Resources Model':

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### Product Market Codes:

Using our list of **Product Market Codes**, please indicate under 1 and 2 the major disciplines covered by this title (these two should cover 80% of the content and should be different, i.e. if the first code is from Philosophy, the other one should be from another discipline). Please use 3, 4 and 5 to indicate the most relevant minor disciplines, in order of importance:

| Code: | Description: |
|-------|--------------|
| 1.    |              |
| 2.    |              |
| 3.    |              |
| 4.    |              |
| 5.    |              |

### Course Book:

*Please note that not all books are suitable for classroom use. Springer also publishes many research monographs and edited volumes, which are mainly aimed at peer academics within a specific field of research, and not aimed at students. Classroom use is **not** a must, but we do want to know it if a book could be used in the classroom, to determine how to promote and market it.*

**Would your book be suitable for use in a university classroom or seminar?**

**If so, in what field or subfield?**

**At what level (undergraduate/graduate)?**

**As a principal text or supplemental reading?**

**If your book could be used in coursework, please list:**

- possible courses:
- information on possible contacts:

**If you or your colleagues are teaching such a course currently, what is typically used as a textbook and/or other supplemental reading?**

**Could you list societies/associations through whose membership lists it would be easier to reach the target audience for your book?**

**Could you list the most important electronic discussion lists for the target audience of your book?**

**Which contacts/organizations might be interested in ordering multiple copies of your work?**

### **Competing Titles:**

**Please provide a listing of relevant Competing Titles**, including books and journal articles related to your proposed book (titles, authors, date of publication, publisher and ISBN):

**In what way does the proposed book differ from those titles mentioned above?**

### **Peer-Review:**

Please suggest five or more **Reviewers**, experts (include research departments, university/institution, location, e-mail address) that are familiar with your work and you think would be capable and willing to evaluate the topics covered in your book:

- 1.
- 2.
- 3.
- 4.
- 5.

**Could you please list relevant journals to which we can offer your work for review in due course?**

### **Conferences:**

**Please provide us with a list of the conferences you attended in the past two years and will attend in the near future:**

*full name of conference/association:*                      *attended*                      *will attend in the future:*

- 1.
- 2.
- 3.
- 4.
- 5.

### **DOES YOUR PROPOSAL FIT IN THE HUMANITIES PROJECT?:**

This book series was created with the goal of unifying the various fields, approaches and also potentials of humanities in the framework, dynamics and problems of current societies, and in the attempt to overcome the cultural and institutional crisis of identity that the humanities are experiencing in many contexts.

Humanities are an "umbrella-concept": there is no specific scientific content in it, and that means that the many existing new fields and research trends that are addressing the same problems (post-humanism, transhumanism, digital humanities, etc.) are not competitors of Humanities, but rather possible ways to them. What we are launching here is not a new "theory", or "philosophical paradigm": to pursue "Humanities" does not mean to adhere to a particular research trend, but it is rather an array of "scholarly attitudes" of those researchers who are working on relocating and redefining the humanities.

In order for us to evaluate your proposal, we need, among other things, to understand if it fits the scopes and the spirit of the series. We therefore ask you to answer the following questions, that summarize the goals of Humanities. Basically, the more positive (and motivated) answers, the more "Humanistic" your proposal.

**a) Does your proposal focuses on issues of current concern?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**b) Is your proposal based on new, emerging humanistic fields/theories/methodologies?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**c) Is your proposal truly interdisciplinary (that is, it establishes a tangible methodological bridge between humanities and social and/or natural sciences)?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**d) Does your proposal try to reveal the humanistic side (or even identity) of fields that are not belonging to the humanities?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**e) Does your proposal imply investigations and reflections in which the humanities (or any of their affiliated disciplines), monitor and critically assess their status, paradigms, scientific and social condition, impact, and so forth?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**f) Is your proposal animated by creative and innovative humanities-based methodological approaches (for instance, the increasing trend of adopting artistic methods in natural sciences)?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**g) Does your proposal investigate on the dialogue/conflict between the humanities and (cultural, political, academic...) institutions?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**h) Does your proposal contain an empirical/experimental part?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**i) Does your proposal imply (or can you foresee) a concrete application of your research to any current issue/problem? In particular, will it help improving quality and dignity of life? Will it contribute to social and ethical progress?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**j) Humanities intend to strive for the excellence of the humanities. Do you think your proposal is "excellent"? Does it have an "added value", in comparison to existing research, and to other fields?**

Yes

No

If yes, please motivate your answer (max. 200 words):

**Thank you**

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**Date form completed:**

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**PLEASE COMPLETE, ATTACH ALL RELEVANT ELECTRONIC FILES AND SEND THESE TO:**

**Chris Wilby**

[Chris.wilby@springer.com](mailto:Chris.wilby@springer.com)

**ADDITIONAL IMPORTANT NOTES:**

**Previously Published Material:** Please note that if it is your intention to include any previously published material in the proposed work, you would need to clear the rights with the previous publisher **and pay any of the rights clearance costs involved**. In the case of material previously published by Springer there is no need to clear the rights, but the chapter concerned should correctly cite the original Springer publication. **Please note that it is preferred to include no previously published material, unless absolutely necessary.** Kindly provide a list of all previously published material, including the title of the original work, the title of the book or journal in which it was published, the name of the publisher and in the case of non-Springer material a copy of original publisher's agreement.

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