

AUTHOR'S BOOK PROPOSAL FORM
SUBMITTING A BOOK PROPOSAL TO PROVERSE HONG KONG

Before sending us a Book Proposal, you may like to send us an initial enquiry. We suggest that, in your initial enquiry, you give a brief summary of the book you would like us to publish and two chapters from different parts of your work. Also please tell us something about yourself and why you want us to publish your book.

We will normally reply to this within three weeks. (If we take longer, please feel free to remind us.) If we suggest you send us a formal book proposal, please use the form below.

When you do send a book proposal to us, unless you tell us differently, we will understand that you are not currently in discussion with any other publisher about this particular title. We hope that, after making your proposal to us, you will not approach another publisher without telling us first. We hope that you will also tell us if you decide to withdraw your proposal.

Please provide the following information and then send your completed Author's Book Proposal Form as an email attachment to info@proversepublishing.com and also as a hard copy to our postal address: Proverse Hong Kong, P.O. Box 259, Tung Chung Post Office, G/F, No. 6, Mei Tung Street, Tung Chung, Lantau, NT, Hong Kong SAR.

It would be helpful if you would please attach a brief curriculum vitae / biography to your completed Author's Book Proposal Form. We will treat it and the contents as confidential and if we do not accept your proposal we will destroy this document.

Book proposals are normally submitted by the author. If you are not the author, please advise us what your relationship is with the author and please explain the capacity in which you submit the proposal to us.

CONFIDENTIAL WHEN COMPLETED

PLEASE TYPE OR WRITE CLEARLY IN BLACK INK

- ABOUT YOU

Your contact details:

Your name: (Mr/Mrs/Dr/Prof/Other -- please state)

Home Tel: _____ Work Tel: _____

Email address: _____ Mobile: _____

Home Fax (if any): _____ Work Fax (if any): _____

Postal address:

Affiliation or employer (if any)

Are you a citizen of a Commonwealth country? (If yes, please state which.)

Do you have a permanent Hong Kong ID card? _____

On a separate page, please provide information about your previous publications, if any, in chronological order, with their titles, publishers and dates.

If possible, please send samples of your previous publications (if any), along with your Book Proposal. (We regret we cannot return these.)

Please send copies of any reviews or published interviews (in full) arising from your writing. Be sure to include information about where and when the review or interview appeared. (We regret we cannot return these. Please keep your originals.)

Please give details of your participation (if any) in the promotion of your previous published work (if any).

Please give details about any publicity of yourself in any context, which might help to create, increase or sustain interest in the book under proposal.

Your special qualifications for writing the book under proposal:

What is your purpose in writing this book? (If more than one, please write the most important first.)

- ABOUT THE PROPOSED BOOK

Working Title of Proposed Book:

Proposed Published Title of Book:

When do you expect to complete this book?

Has any part of this book been published already, in any language (e.g. as a journal article or book chapter, in a collection of short stories or poetry)? Yes/No.

If "yes", please say what proportion this is of the whole. _____ per cent.

If "yes", please state in what language this appeared.

Please give details of any part/parts which have been previously published: i.e., in each case, the title of your work as previously published and the title as used in the proposed book; please state whether you have/will revise this work for the proposed book. Please also supply the name of the previous publication, i.e. book / journal / website / other (please supply details); name of the author / editor / website owner; the place and date of publication; the number of pages; the language of publication; and any other details you think appropriate. Please also indicate, in each case, whether you own the copyright. (We may request copies of documentary evidence in due course; but you may send this at this time, if you wish.)

Please continue on a separate page, if necessary.

Is it crucial for this book to appear at a certain date, to coincide with a special event?
Yes/No.

If "yes", please give details:

Nature of proposed book:

Category: Fiction / Non-fiction / Poetry / Drama / Academic / Professional /
Children's / Life-style / Other (please specify):

Expected Readership (sector(s) of population and size): _____

Brief Description of book contents:

Brief description of any special requirements for the book design:

On a separate page, please list any previous books in the same area / on the same
subject by other writers and please state how your book will be similar to / different
from these.

If there is any previous book which you consider would serve as a good model to explain what you have in mind, please feel free to send us a copy of this book for our guidance, clearly stating that this is the purpose of sending it to us. However, we regret that we would not be able to return the book to you.

[For all except fiction writers:] On the same page, please also state if you know that anyone else is currently engaged in writing a book in the same area or on the same subject. Please state how your book will be similar to / different from these.

Expected length of book (main text word-count): _____

Index. How many headings do you suggest the index (if any) will have? Approx:

On a separate page, please supply an outline of the book chapters or sections (as appropriate). A sentence, or at most two, should be enough for each chapter/section.

Suggested number of copies to be printed:

ILLUSTRATIONS: Will there be any illustrations? Yes/No.

If "yes", approximately how many illustrations? _____

If "yes", in what form will/do the original illustrations exist? -- Original photographs, sketches, water-colours, oil-paintings, or works in other media?

(Please specify.) _____

Will you be able to supply these in digital files to a high quality? Yes/No

On a separate page, please provide a list of any illustrations, clearly indicating the medium in each case.

Do you own the copyright of any of the proposed illustrations? Yes/No

If "Yes", what proportion of the proposed total number do they represent and how many are they?

(Please specify.) _____

Please explain how it is that you own the copyright of the proposed illustrations.

If you do not own the copyright of any or all of the proposed illustrations, for how many have you already obtained "permission to reproduce" in your proposed publication? What proportion of the proposed total number do they represent? Please also give any explanation or comment which you think will be useful to us in considering your proposal.

Will there be any diagrams or tables? Yes/No

If "yes", approximately how many? _____

For any diagrams or tables, please explain their origin / proposed origin, providing information in answer to questions such as the following. Have you or will you create them yourself? Have you already paid someone else to create them for you?

On a separate page, please provide a list of any diagrams or tables.

PREFACE OR INTRODUCTION: Can you suggest anyone who, in your view, could suitably write a Preface or Introduction to your book? Yes/No

If yes, what is your relationship with this person?

If "yes", would you be willing to liaise with this person to obtain the Preface or Introduction? Yes/No

Please supply the following: (We may not contact this person at all. But, if we do, we will not do so unless and until we decide to offer you a publication contract.)

Details of the person you suggest might contribute a Preface or Introduction:

Their name: (Mr/Mrs/Dr/Prof/Other -- please state)

Their Email address: _____

Their home Fax (if any): _____ Their work Fax (if any): _____

Their postal address:

Affiliation or employer (if any)

What justification is there for inviting this person to contribute in this way?

YOUR WILLINGNESS TO PARTICIPATE IN PREPARING THE BOOK FOR PUBLICATION

How much are you able and prepared to do towards preparing the book for publication?

For example:

Proof-reading as required: Yes/No

PLEASE NOTE THAT IT IS NORMALLY THE AUTHOR'S RESPONSIBILITY TO PERFORM OR ARRANGE FOR PROOF-READING.

- Indexing (if an index is required). Yes/No

PLEASE NOTE THAT IT IS NORMALLY THE AUTHOR'S RESPONSIBILITY TO PROVIDE AN INDEX, IF REQUIRED.

- Obtaining good quality and appropriate illustrations (if required). Yes/No

PLEASE NOTE THAT IT IS NORMALLY THE AUTHOR'S RESPONSIBILITY TO OBTAIN AND PAY FOR ANY AND ALL NECESSARY ILLUSTRATIONS AND RELATED PERMISSIONS AND TO PROVIDE DOCUMENTARY EVIDENCE OF PERMISSIONS AND FEE PAYMENTS. Please note that the publisher will not necessarily include the illustrations you suggest.

- Do you plan to quote from the work of others to such an extent that copyright permission will be needed? Yes/No

PLEASE NOTE THAT IT IS THE AUTHOR'S RESPONSIBILITY TO OBTAIN AND PAY FOR PERMISSIONS FEES, AND TO PROVIDE DOCUMENTARY EVIDENCE OF PERMISSIONS AND FEE PAYMENTS.

- Are you able and willing to provide camera-ready copy to an agreed specification? Yes/No

- Can you provide a soft file in Word for Windows and hard copy of the same? Yes/No

 - If "yes", which version of Word for Windows are you using?

 - Can you provide a soft file in any other format? Yes/No

 - If "yes", please specify: _____
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YOUR FAMILIARITY WITH THE WORK OF PROVERSE HONG KONG

Have you visited and considered our website and its links? -- Yes/No

On a separate page, please list the Proverse Hong Kong publications you are familiar with.

On a separate page, please list the Proverse Hong Kong events you have attended (if any).

OBLIGATIONS TO OTHER PUBLISHERS

Please read carefully any contracts you have entered into with other Publishers, in particular any clause about future works and competing works.

Then please strike out what does not apply in the following statement:

I confirm that, by making this proposal to Proverse Hong Kong, I am / am not infringing previous agreements with any other Publisher.

If your answer is "I am infringing previous agreements", please supply details below.

Please sign your name and give the date:

Your Signature: _____ Date: _____

WE REGRET WE CANNOT RETURN TO YOU ANY MATERIALS THAT YOU SEND US AT ANY STAGE.

THANK YOU FOR YOUR INTEREST IN THE PROVERSE HONG KONG PUBLISHING PROGRAMME.

WE WILL RESPOND AS SOON AS POSSIBLE.

If you would like a mailed reply, please include a self-addressed envelope with your proposal. Otherwise, we will reply to any email address you have given.

Form updated 15 December 2022.