

## Guidelines for Preparing an AGU Book Proposal based on a Chapman conference

Publication outputs from Chapman conferences may take the form of conference reports, peer-reviewed journal articles and/or a book. To propose a book, please submit a proposal following the structure below that will provide sufficient information for staff at AGU and Wiley, plus the selected peer reviewers, to evaluate it. AGU must first refuse to publish a product before the Conveners can go to a non-AGU publisher. The proposal should be submitted as a Microsoft Word (preferred) or PDF document.

### Chapman Conference information

- Title of Chapman conference
- Date and location of conference
- Names of conference conveners

### Author information

- Name of lead editor(s) for the book
- Mailing address, phone, and email for corresponding editor
- A statement regarding the editor(s) qualifications to lead this book project
- A list of any other similar books by the editor(s)
- Editor(s) CV

### Descriptive summary

- Tentative title
- Rationale for proposing a new book in this area (at least 500 words)
- Describe how the proposed volume will differ from the conference (AGU-Wiley publishes monographs derived from conferences but not conference proceedings per se)
- Statement of the aims and scope (at least 400 words)
- Description of unique or notable features (5 to 8 bullet points)
- List of competing works currently available or under preparation and description of how the proposed book is different

### Content outline

- Explanation of the organization of chapters
- Table of Contents including tentative chapter titles, authors and their affiliations, indicating who has agreed to contribute and who is only suggested (it is expected that several chapter authors at least will have committed to contribute by the time of submitting the proposal)

- Indicate what percentage of the book will consist of review papers or already published materials
- Estimate the expected minimum and maximum number of manuscript pages (i.e. double-spaced manuscript pages including any tables, figure captions, references, and appendices but excluding the figures themselves)
- Estimate the number of figures in black/white and color
- List any planned special features (e.g. glossary, foldouts, website, etc.)

#### **Market estimate**

- Describe the primary and secondary audiences for the book and estimated total number of individuals in those audiences
- List the most relevant AGU Sections related to the book theme (see <https://sites.agu.org/leadership/sections-focus-groups/>)
- List other relevant scientific societies, professional organizations, conferences and meetings where the book could be marketed
- Note any bulk sale potential (e.g. to companies)

#### **Additional information**

- Describe the planned peer review process (note that all reviewers should be independent of any chapter authors)
- Give the projected schedule for initial chapter submission, the peer review process, and final manuscript completion
- Suggest 6 to 10 people not associated with this proposal who would be qualified to review it (please provide their contact information and describe how you know each)

***To submit your proposal, or for questions, please contact***

***Dr Ritu Bose, Editor, AGU Books, Wiley***

***Tel: 201-748-5712***

***Email: [rbose@wiley.com](mailto:rbose@wiley.com)***