

S ubmitting a Book Proposal

Book proposals submitted to the Cotsen Institute of Archaeology Press should follow the format outlined below. Submission by email is preferred.

- » **Title** of proposed manuscript.
- » **Authors/Editors names and brief biography** of each (no more than 1 page per person).
- » **Abstract** of book (up to 1,000 words).
- » **Outline** of book, with brief description of each chapter (not to exceed 15 manuscript pages).
- » **Proposed length** of manuscript (in words, using standard word count program), with estimated maximum number of figures and tables.
- » **Proposed audience** for manuscript (Please note that a well-written book cannot be both general and specific, for both a knowledgeable and general audience, or for both an academic and popular market. Books should be targeted to a particular audience).
- » **Related books** on the market.
- » **Expected date of submission** of the complete manuscript.

The Editorial Board, which is composed of distinguished UCLA faculty members, reviews all book proposals. The Board meets regularly to discuss new proposals. Its decision regarding each proposal will be either an expression of interest in the manuscript, or that the proposed topic does not fit our list.

Expression of interest does not necessarily mean acceptance for publication. When a full manuscript is received, it will be sent out for peer review. Within four months of submission of a manuscript, the Editorial Board will make a decision on whether or not to accept a manuscript.

We encourage authors/editors to contact Press staff before submitting a manuscript. For more information, please contact:

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