

ANU PRESS

Preparing your textbook manuscript for submission

R G Menzies Building (no. 2), Canberra ACT 2600 +61 2 6125 0291 | anupress@anu.edu.au | press.anu.edu.au

Thank you for choosing to submit your book proposal to ANU Press textbooks. ANU Press Textbooks aims to publish high-quality electronic textbooks to support world-class education.

To submit a work to ANU Press, you will need to fill in a Textbook Proposal Form. This is an online form that you can submit via our website.

ANU Press will evaluate your submission and determine if it meets the requirements for publication.

Below is a list of tasks that you can complete before sending your manuscript to ANU Press to ensure your work is acceptable for review.

Submission of proposal

- · Read the ANU Press Textbooks Author Guide
- Read the ANU Press Publication Ethics and Malpractice Statements
- Fill in the Textbook Proposal Form
- Prepare two or three sample chapters
- · Write an abstract or synopsis of the work
- Prepare a table of contents or a detailed chapter outline
- · Compile a brief author/editor resume

Submission of full manuscript

- Break your manuscript down into separate word documents. Each chapter must be in its own document file
- For an edited volume, provide a list of contributors and their affiliations
- Run a spell check in Word
- Apply a consistent editorial and referencing style across all chapters
- Ensure all referenced works are included in a bibliography or reference list
- Ensure all chapters are up-to-date (i.e. if a chapter was written a while ago, ensure it has been updated to include current information; if forthcoming works have been referenced, check if they have now been published and update references)
- Check all data and tables for factual accuracy
- Ensure copyright permission for all images, tables and boxes have been obtained, or are in the process of being obtained (request the 'Copyright and Permission' factsheet for more information)

Multimedia books

 If your textbook proposal is an interactive or enhanced ebook including video, audio, interactive images or animation, you will need to engage a digital software developer to build your textbook.

Authors/Editors

The authors/editors must warrant that:

- The work is original, has not been published previously and is not being considered for publication elsewhere in either print or electronic form
- The source of any copyright materials has been acknowledged
- The work does not infringe on copyright held by other parties
- The work does not contain any libellous material
- The author will take responsibility for copyediting, indexing and (where applicable) ebook development of the work and incur the costs involved for these services if the proposal is accepted by ANU Press for publication