Book Proposal Checklist:

• ___ A 2-3 Page Prospectus Answering the Following Questions
  – ___ What is the book’s argument? Or, if fiction, what is the synopsis/plot of the book?
  – ___ What are the book’s competing titles?
  – ___ Who is the intended audience?
  – ___ Why is this book significant? What makes it different from the above competing titles?
  – ___ What sources do you plan to use in your book? (if applicable)
  – ___ What methods of research did you employ? (if applicable)
  – ___ What is the [estimated] length of the book?

• ___ A Detailed Chapter by Chapter Outline (tentative, if necessary)
  – ___ Are you planning to use any tables? Where?
  – ___ Are you planning to use any illustrations? Where?
  – ___ Is there a glossary?
  – ___ Are there any appendices?
  – ___ If a researched topic, you must include a bibliography (tentative).

• ___ Schedule of Research and Writing (if not already completed)
  – ___ How long do you plan to research your book?
  – ___ How long do you plan to write your book?
  – ___ When is your expected “finished” date?

• ___ A Sample Chapter or Chapters (do not exceed 50 pages)
• ___ A Curriculum Vitae (or list of writing experience, if fiction)

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