

UNG Press Book Proposal Checklist

- Documents are double-spaced in either Times New Roman or Calibri, 12 point font
- Author contact information, including a pen name if used



Scholarly Nonfiction

- A two-to-three page prospectus describing:
 - the book's argument
 - the book's general content or message
 - the book's significance to its field
 - the intended audience
 - competing or similar works and how your manuscript is different
 - list of sources
 - methods of research
 - word count of the work, estimated if the book is not yet complete
- A Table of Contents, including a brief summary of each chapter
- Any plans for tables, illustrations, glossaries, appendices, bibliography, etc. Please indicate in the text where the content would go.
- A schedule for the research and writing of the book (if incomplete), including expected "finish" date
- A sample chapter or the first 25 pages
- A curriculum vitae or resume

Fiction or Creative Nonfiction

- A query letter
- A one-to-two page synopsis of your book containing:
 - the book's general content or message
 - the intended audience
 - competing or similar works and how your manuscript is different
 - word count of the work
- A Table of Contents, including a brief summary of each chapter
- A sample chapter or the first 25 pages
- An author biography (150 words max)
- A resume, including publishing history
- A link to your author website or any professional social media accounts

If you need this document in another format for accessibility purposes, please email the University of North Georgia Press at ungpress@ung.edu or call 706-864-1556