



TOWNSEND PRESS
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BOOK PROPOSAL

Name of Author

Address

Email Address

Phone Number

1. Proposed Book Title and Subtitle:

2. Proposed Book Subject Area/Category:

Church Administration

Culture

Financial Planning

History

Leadership Development

Mental Health

Relationships

Seasonal Devotionals

Social Justice

Spiritual Growth and Development

Other:

3. Biography: In 700 words or less, provide a brief biography that includes previous writing or publishing history, websites and social media accounts that could support book promotion.

4. State the scope and content of the book, highlighting what makes it unique.

5. In under 250 words, provide a concise summary of the book's content, its significance, the approach taken to cover the topic, and the central ideas or themes.

6. List the Table of Contents with chapter titles and subheadings.

7. Provide a chapter-by-chapter synopsis, including summary of content, angle, purpose, and relevance. Show the overall progression of the book. For new editions mark which chapters are new and outline revisions to existing chapters.

8. Word Count of the final manuscript rounded to the nearest 5,000 words (including notes and biography).

9. Approximate number of figures and illustrations, including tables, charts, diagrams, and photographs (black and white and/or color).

10. Anticipated Full Manuscript Draft Submission Date:

11. List up to three main takeaways, ideas, concepts, or advantages readers will gain from the book.

12. Has a proposal for this book been submitted, or is it intended to be submitted, to other publishers?

No.

Yes. Specify date and publisher(s) name.

13. Has this work been published before?

No.

Yes. Specify date, publisher, edition, and attach proof of rights/permission, if applicable.

14. For a new edition, outline the proposed content or structural changes along with a justification of need. If Townsend Press did not publish the previous edition, provide information on its market and readership, any available sales data, and the copyright status, including whether rights have reverted to the author or editor.

15. Identify up to five publications (books or journal articles) situated in the field of research of the proposed book.

16. List the title, author, date of publication, publisher, and price of up to five comparable books. Describe the contribution these books make to the field and explain how the proposed work improves upon or differs from them. If there is no direct competition, explain why.
17. Identify the primary and secondary markets for the book. Identify the institutions that may be most interested. If suitable for student courses, indicate whether the book would serve as (a) a sole course text, (b) one of several required texts, or (c) recommended supplementary reading.
18. Describe features that would help market the book globally, such as content, case studies, references, contributors, preface, foreword, or endorsements.
19. Provide information on the research context and relevant organizations, associations, or networks.

Finalizing Proposal Submission

All proposal materials must be submitted electronically in PDF format. For consistency and efficient processing, please use the following format when naming files:

Lastname_Firstname_BookTitle_Proposal.pdf
Lastname_Firstname_BookTitle_SampleChapter.pdf
Lastname_Firstname_BookTitle_Photo.pdf
Lastname_Firstname_Permissions.pdf

Send Submissions to acquisitionseditor@sspbnbc.com with the subject line:

Book Proposal Submission – [Book Title].

Ensure that your submission includes the following:

- Completed Book Proposal Form (saved as PDF)
- One sample chapter, double-spaced, Times New Roman, 12 pt, with numbered pages
- High-resolution author photograph
- Permission documents, if applicable

NOTE: Incomplete or incorrectly formatted submissions may delay the review process.

Certification

I hereby certify that the work submitted is original, that I am the author (or co-author) of the materials provided, and that no portion of this submission infringes upon the rights of any other party. I further certify that all necessary permissions for copyrighted material, if applicable, have been obtained and are included with this submission.

Author Printed Name:

Author Signature:

Date:

If applicable:

Co-Author Printed Name:

Co-Author Signature:

Date:

We look forward to receiving your proposal and considering your work for publication.

--Townsend Press Editorial Team