NAFSA BOOK PROPOSAL GUIDELINES

NAFSA is the largest association of professionals committed exclusively to advancing international higher education. NAFSA has a long tradition of publishing books, eBooks, digital downloads, booklets, and other essential resources to inform and support the work of international educators.

If you would like to submit a book proposal to NAFSA, please follow the guidelines below. A formal book proposal must be submitted whether the book has already been written or not. The proposal should be no longer than five pages. All proposals should include the following information:

1. **Proposed Title.** One line summarizing the book’s mission.

2. **Author/Editor Biography.** A brief paragraph on your background, summarizing your professional experience, past publications, and relevant research. If you are submitting a proposal for an edited volume, provide the list of potential contributors, their contact information, and their qualifying credentials.

3. **Book Description.** An overview of the book’s themes and goals. Describe why this topic is of considerable market interest, and what questions the book will address. Note any special features such as worksheets, checklists, or sample forms. Indicate whether the book is under consideration by other publishers, or if any of the material in the book has been previously published.

4. **Book Outline.** A complete proposed table of contents with a brief description of each chapter. Do not provide the full manuscript unless requested.

5. **Intended Readership.** Job descriptions or titles of the typical readership, level of experience, primary audience and secondary audience. If known, please also include size of the market and geographical appeal.

6. **Manuscript Information.** The projected word count and number of figures and tables.

7. **Permissions.** Will your manuscript include any previously published material (figures, illustrations, text) of your own or others? If so, please give full details.

8. **Market Information.** An explanation of how the book relates to other resources on the topic. What are you adding to the current literature? Please list competitive titles published or soon to be published and describe how yours will differ.

9. **Media.** Do you have personal media contacts? If so, please list them.

10. **Conferences.** List the conferences that your target audience is likely to attend. List the conferences that you will be attending within the 24 months after publication. We do not guarantee attendance at listed conferences, but will take this information into consideration for marketing plans.

11. **Promotions.** Will you be involved in any activities (workshops, media appearances) through which the book could be promoted? Are you interested in participating in a book discussion at NAFSA’s annual conference?
Proposals should be emailed to publications@nafsa.org. The submission of a book proposal does not guarantee that the proposal will be accepted or that a contract will be issued. The proposal may be sent out for external review or circulated to editorial and marketing colleagues, which may take several weeks. The review process varies in length depending on the nature of the project, and even the time of year of the submission. When you do hear back, you will be told whether your project aligns with NAFSA’s publishing scope, and if it does, you will be asked to submit a complete manuscript or sample chapters as appropriate. Please do not submit the full manuscript unless requested.

NAFSA will not consider doctoral dissertations or master’s theses, academic papers, journal articles, conference proceedings, autobiographies, or works of fiction.

**BOOK PROPOSAL CHECKLIST**

All proposals must include the following information:

- [x] Title
- [x] Author/Editor Biography with Contact Information
- [x] Book Description
- [x] Book Outline
- [x] Description of Readership
- [x] Projected Word Count
- [x] Analysis of Competing Literature