

PROPOSAL GUIDELINES - The Tang Center Series in Early China

Your proposal may be read by a wide selection of specialists in your field appointed by the Tang Center for Early China. Clarity is essential. *Do not submit the full manuscript until requested by the Tang Center.* A proposal should include the following components:

1. Proposed title and subtitle (if applicable)

2. Brief Description: In one or two paragraphs, summarize the content of the proposed book and its main argument(s) or thesis. This is a brief description for a non-specialist, such as you would find on a back cover and is your opportunity to emphasize the proposed book's highlights and its fundamental message. This brief description should be kept separate from the main text of the proposal.

3. Full Description: In one or two pages, articulate more substantially the argument(s), purpose, methodological approach, and general plan for the book. What key questions or problems does the proposed book address or answer? What are the potential contributions of the proposed book to its special field as well as to the advancement of human knowledge in general? In what way is it distinctive? Please also indicate the projected date of completion of the full manuscript. This description should be intended for specialist readers.

4. Proposed Chapter Outline: Provide a list of the proposed book's chapters, including preliminary chapter titles, and a brief paragraph describing the content of each chapter. Where relevant, please indicate if any of the material has been previously published.

5. Additional Information and Specs: Provide details on the expected length of the manuscript (i.e. total words inclusive of notes and references), the number of maps, and the number of illustrations and/or tables. Please advise if the book has been submitted to other publishers and if there is any other information you may consider relevant to our consideration of the proposed book.

6. Other Materials: Please include two sample chapters or other representative writing sample(s).

7. Author Information: A full C.V. and a short bio are required for each author or editor (if an edited volume).

8. Contributor's bios: A document composed of short bios of all contributors is required (if an edited volume).

9. Competition: Please provide a list of the key competing books. For each entry include author, title, publisher, date of publication, and a brief statement as to how your book is similar to or differs from its competitors. If there is truly no competition, feel free to say so.

Additional Information For Submission of Edited Volumes

1. The volume should have an identified central theme.
2. Each volume may include 10-15 contributors, and each chapter should maintain a length of 7,000 to 10,000 words.
3. The volume length should not exceed 100,000 words including notes and references.