

PROMOTING ACADEMIC EXCELLENCE THROUGHOUT THE TSTC SYSTEM

Publishing Office
Special Instructional Services
Texas State Technical College Waco
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waco.tstc.edu/PublishingTSTC/
Publishing.htm

The Texas State Technical College Waco Publishing Office requests that individuals who wish to propose a textbook to be published through TSTC Waco complete this textbook proposal form as early as possible. The approval process first involves review by the Publishing Office followed by an evaluation of the proposal by the TSTC Waco Publishing Committee, and usually requires approximately three to four months. Please furnish as much and as precise information as possible, even if some of the information provided is approximate, as cost estimates will be based on the information supplied. Include as much detail as possible, attaching additional sheets of paper as necessary. Submission of the proposal does not guarantee acceptance of the proposal, nor does it constitute an agreement to publish by TSTC Waco.

Once the TSTC Waco Publishing Committee has evaluated the proposal, it will notify the author(s) of the status of the proposal. If the proposal is accepted, TSTC Waco and the author(s) will enter into a publishing agreement. TSTC Waco will be under no obligation to and will not publish or take any other steps regarding the manuscript unless a publishing agreement between the school and the author(s) is in place.

As per the publishing agreement, a timetable will be established for completion of the final draft of the manuscript, usually no longer than 12 months. Within that time the author(s) must revise and resubmit drafts of the manuscript to TSTC Waco Publishing Office staff as necessary. TSTC Waco Publishing Office staff members will consult with the author(s) regarding the composition of the manuscript, placement of graphics, acquisition of copyright permissions, marketing, and other issues. The printing process takes approximately three months, after which the book will be completed and marketed to targeted groups.

The entire process, from submission of the proposal form to the distribution of the final product, should take no longer than 18 months. If the book is still not completed after 18 months, at the TSTC Waco Publishing Committee's discretion TSTC Waco's participation in the project may be terminated.

PART 1 GENERAL INFORMATION

Proposed Book Title: _____
Department to be used in: _____
Course(s) to be used in: _____
TSTC campuses to adopt book: _____
Projected per-year copy usage at all locations: _____

PART 2

CONTACT INFORMATION

Lead Author/Editor: _____
Department/Technology: _____
School: _____
Phone Number: _____
E-mail: _____
Address: _____
Fax: _____

Secondary Author/Editor: _____
Department/Technology: _____
School: _____
Phone Number: _____
E-mail: _____
Address: _____
Fax: _____

Secondary Author/Editor: _____
Department/Technology: _____
School: _____
Phone Number: _____
E-mail: _____
Address: _____
Fax: _____

Secondary Author/Editor: _____
Department/Technology: _____
School: _____
Phone Number: _____
E-mail: _____
Address: _____
Fax: _____

PART 3

AUTHOR/EDITOR EXPERIENCE

Please relate some pertinent details about your collective backgrounds and achievements. What experience or professional credentials do you have that uniquely prepare you to write this book? Have you published other books and/or professional articles?

PART 4

PROSPECTUS & OUTLINE

In two or three sentences, state the content and purpose of your book. If you have a (working) title for your book, what is it?

List 2-3 competing books currently on the market. If there are not any direct competitors, list the books on this topic that come closest. Do not simply write, "There are no competitors."

1. _____
2. _____
3. _____

In two or three paragraphs, describe your book, its purpose, approach, organization, and content. What will your book do (and what need will it fill) that current textbooks are not meeting?

What special features will your book require? Check all that apply.

- | | | | |
|-----------------------------------|---|--|---|
| <input type="checkbox"/> CD-ROM | <input type="checkbox"/> Photos | <input type="checkbox"/> Illustrations | <input type="checkbox"/> Companion web-site |
| <input type="checkbox"/> Diagrams | <input type="checkbox"/> Instructor guide | <input type="checkbox"/> Student study guide | <input type="checkbox"/> Tear-out forms/worksheets |
| <input type="checkbox"/> Charts | | | <input type="checkbox"/> Other (please elaborate below) |

Other: _____

How many pages will the manuscript be? _____

What date will manuscript production begin? _____

What is the target date of completion? _____

What kind of computer and software will you be using? _____

Please attach a departmental syllabus for the course(s) in which this textbook will be used.

Please attach a single sheet of paper listing all chapters and their titles/subjects in the order they will appear in the book. Remember to list a glossary and/or index if necessary.

Please attach 2-3 sheets of paper with an expanded table of contents: the title of each chapter (in order) followed by 2-3 sentences describing the content of each chapter, subheadings in each chapter, types of graphics needed (photos, illustrations, diagrams, charts) in each chapter, and worksheets/forms needed in each chapter. If a glossary and/or index will be necessary, please describe in some detail what will be included.

Has any material in the book been printed, published, or copyrighted anywhere else? If so, attach a sheet of paper listing those materials and their printing, publishing, and copyright information.

If the project has already been initiated, please attach a sample chapter that is as complete as possible, given graphic/formatting considerations.

PART 5 ADOPTION & MARKETING INFORMATION

What is the primary TSTC campus where this book will be used? _____

Do you determine adoption of this book at this campus? _____

If not, who does? _____

Who determines its adoption at other TSTC Campuses?

Harlingen: _____

West Texas: _____

Marshall: _____

Waco: _____

Please list the course title(s) and course number(s) the book will be used in:

Course title: _____

Course number: _____

Primary TSTC Market

TSTC Campus: _____

What is the estimated annual enrollment for the course(s) to use this book? _____

Please provide a breakdown of enrollment by semester and the number of sections for each semester for the last year:

	Year	# of sections	Average enrollment per section	Total
Fall	___	_____	_____	_____
Spring	___	_____	_____	_____
Summer	___	_____	_____	_____

Will the book be used in all sections? If not, how many sections will require the book be used? _____

Secondary Market at other TSTC Campuses

Please provide a breakdown of enrollment by semester and the number of sections for each semester for the last year:

TSTC Campus: _____

	Year	# of sections	Average enrollment per section	Total
Fall	___	_____	_____	_____
Spring	___	_____	_____	_____
Summer	___	_____	_____	_____

Will the book be used in all sections? If not, how many sections will require the book be used? _____

TSTC Campus: _____

	Year	# of sections	Average enrollment per section	Total
Fall	___	_____	_____	_____
Spring	___	_____	_____	_____
Summer	___	_____	_____	_____

Will the book be used in all sections? If not, how many sections will require the book be used? _____

TSTC Campus: _____

	Year	# of sections	Average enrollment per section	Total
Fall	___	_____	_____	_____
Spring	___	_____	_____	_____
Summer	___	_____	_____	_____

Will the book be used in all sections? If not, how many sections will require the book be used? _____

What off-campus markets can you identify for your book? What other schools in particular in Texas or elsewhere do you know of that might be interested in such a book? What personal contacts do you have in industry and/or other schools that might lead to your book being adopted outside of the TSTC System?

PART 6 ATTACHMENTS

Did you remember to include:

- A syllabus for the course(s) for which the proposed book will be used?
- A brief table of contents for the proposed book?
- An expanded table of contents?
- A list of all outside copyrighted materials you'd like to include?
- A list of comparable books currently out on the marketplace?
- A sample chapter if one has already been completed?
- Contact information for all authors(s) on the project?

