
***Social Work in Practice* series:**

Series editors: **Vivienne Cree**, Professor of Social Work Studies, The University of Edinburgh and **Steve Myers**, Director of the Salford Centre for Social Work Research, University of Salford

Proposal guidelines

These guidelines are to help you prepare your proposal and are to be read in conjunction with the Author Guidelines. Please supply the following information in approx 8 to 10 pages:

- 1. Author** name and affiliation, telephone, fax and email address.
- 2. Title** (and subtitle where necessary) of your book. Please keep the title short and simple. Suggestions for alternative titles should be given.

3. Background information

Please provide a brief introductory statement about why this proposal, why you, and why now.

4. Synopsis

Please give a synopsis of the book outlining its scope and content, highlighting the book's originality and demonstrating how it will meet the series objectives. In particular, how will it:

- meet the needs of social work degree programmes (including National Occupational Standards) in the UK?
- use a problem based learning approach?
- be informed by theory, research, policy, legislation and service user perspectives?
- be underpinned by a commitment to valuing difference and diversity?
- demonstrate social work's potential to be transformative – to 'make a difference'?

5. Aim of the publication

What is its topicality/policy/academic/teaching relevance?

How widely is the topic studied?

What features would you highlight as important?

What assumptions underpin this work?

How does it fit with the series as a whole? (see series rationale)

Are there any deliberate omissions?

6. Market and readership

Who would be your main market/target audience?

What level is the publication aimed at and what level of knowledge is assumed?

Will the publication have international appeal? If so, where?

Would this be (a) a core text, (b) one of several texts available on the subject, (c) supplementary reading. Please list the relevant courses and modules (giving specific numbers if possible).

Is it aimed at practitioners on PQ and CPD courses? If so, which ones?

7. Competition

Please be aware that this section is extremely important, and your guidance will be treated seriously – so list any competing publications, giving details of author, title, publisher, date and price (do not just give author and title). How does your book differ from these? What are their strengths and weaknesses? Are you aware of any potential competitor titles that will be published at or around the same time as your text?

8. Structure and organisation

Likewise, this section is of vital importance in reviewing your proposal. Please provide a list of primary and secondary chapter headings and at least one paragraph describing each chapter. These should detail the key issues which will be explored in the book, as well as giving a good indication of the book's development and structure.

9. Practical details

How many diagrams and illustrations are there likely to be?

What is the estimated word length?

What student-friendly devices will be included?

What stage have you reached in preparing the typescript?

10. Timetable

What would you regard as a realistic date for completion of the typescript?

How quickly is the book likely to date?

11. Bibliography

Please provide a bibliography for any titles mentioned in this proposal.

12. Referees

Please give the names, positions and email addresses of two possible referees.

13. Author(s)/editor(s)

Please include CVs, details of current position, qualifications, and publications to date for all authors or editors.

For further information please contact either :

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