

## NIACE PUBLICATION PROPOSAL FORM



*NIACE (The National Institute of Adult Continuing Education) aims to publish materials of the highest quality for its readers.*

*The purpose of this form is to present your ideas to our Publications team and NIACE's Directorate for their consideration and approval to publish. To help us make a decision please give as much relevant information as possible, and use any extra sheets you may need. If available it would be extremely helpful if sample text or any other relevant materials could be submitted with the proposal for consideration. Please refer to the list of criteria at the end of this form. We look forward to receiving your proposal.*

*This form is also available electronically on request.*

### 1) Working title

### 2) Author information

- **Please give your name(s) as it (they) should appear on the cover/title page. Also give your title(s) and relevant qualification(s)**
  
- **Please provide your contact details**  
*Please include address, telephone, fax and email if available.*
  
- **Summarise briefly your previous relevant publications, identifying the type of audience**
  
  
  
  
  
  
  
  
  
  
- **How does this publication reflect or derive from your professional experience?**

### **3) Rationale**

- **Please provide your rationale for the publication, and a brief synopsis of each chapter**

- **How does the proposed publication meet NIACE's 'General and Specific Criteria for Determining Publication'? (See enclosure)**

- How long will the publication be (to the nearest 5,000 words)?

#### **4) Timing**

- When could you submit the final manuscript? (please be realistic)

#### **5) Illustrations**

- Are illustrations needed? Do you intend to include photographs, illustrations, tables, charts or graphs? How many? Can you supply your work on disk?

#### **6) Intended markets**

- How would you categorise your proposed publication?

- Good practice guide
- Teaching/training resource material
- Research report or statistical survey
- Academic text
- Policy discussion paper
- Tributes and memorabilia
- Other (please specify)

- **Please describe the markets your book would appeal to.** *Avoid catch-all sentences or lists (eg, 'students, classroom teachers, middle management, senior management, administrators, policy-makers'). The publication may well be relevant to more than one of these groups – but it would be helpful to identify primary and subsidiary audiences.*

*Quantify the market, if possible (eg, if the publication is aimed at a certain type of course, how many such courses are there?).*

*Where might your publication become recommended or essential reading?*

*How would the publication appeal (eg, through contributors, references, case studies) to different national markets (eg, Scotland, Ireland, EU, North America, Australasia)?*

## **7) Competition**

- **Please identify any comparable or similar publications. What is the significance of your publication?**

- **If no comparable publication exists, please suggest why.**

## 8) Benefits to the reader

- Much should be evident from previous answers, but please spell out what the readers would gain from this publication.

**Many thanks for completing your proposal form. Please return to:**

David Shaw  
Head of Publications  
NIACE  
21 De Montfort Street  
Leicester LE1 7GE

**Signature .....**

**Date .....**