

STRUCTURE OF PROSPECTUS

1. Cover letter with authors' names, affiliations, and contact information
2. Statement of the purpose, scope, and market for the project
3. Brief Abstract (about 150 words)
4. Table of contents
5. Chapter-by-chapter outline
6. Description of any illustrations (figures, tables, photos, etc.)
7. Timeline for completion
8. List of competing titles, if any, with a market analysis:
 - 1) Who is the primary audience for the book?
 - 2) What are the secondary audiences?
 - 3) Add a list of competing titles, if any, and discuss how this book is distinct
9. Indicate chapters that are previously published, if any
10. A current *curriculum vitae* with complete contact information
11. An introduction that concludes with a chapter outline
12. A data chapter or a chapter that illustrates the evidence for the thesis of the book

Please note the following:

1. The Extended Abstract should succinctly convey the topic, theoretical framing, methods, findings, and significance.
2. All materials should be well written and engaging.
3. The introduction should:
 - 1) state the research topic and questions
 - 2) frame the enduring questions addressed by the literature
 - 3) make it clear what we know and don't know about this topic
 - 4) introduce key concepts that serve as a foundation for the book
 - 5) clarify the methods used in the study
 - 6) state, in a clear and accessible way, the main arguments of the book
 - 7) make a strong case for the originality and significance of the book
 - 8) provide a clear and informative outline of the chapters in the book
4. Presentation
 - 1) The CIES Book Series is different from the format of a dissertation
 - 2) The manuscript should be organized in a way to assist clarity
 - 3) The prospectus should be well written, with few errors of grammar, punctuation, or spelling
 - 4) The book should be accessible to a general audience
5. Submission
 - 1) Your proposal must be submitted to globalperspective@cies.us, with a subject: Proposal Submission
 - 2) Your submission will be reviewed on a rolling basis

QUESTIONS TO GUIDE REVIEW OF PROSPECTUS

1. Abstract

- a. Does the abstract succinctly convey the topic, theoretical framing, methods, and findings?
- b. Is it engaging? Is it well written?

2. Introduction

- a. Does the introduction frame the enduring questions addressed by the literature?
- b. Does the introduction make it clear what we know and don't know about this topic?
- c. Does the introduction introduce key concepts that serve as a foundation for the book?
- d. Does the introduction clarify the methods used in the study?
- e. Does the introduction state, in a clear and accessible way, the main arguments of the book?
- f. Does the introduction provide a clear outline of the chapters in the book?
- g. Does the introduction make clear the originality and significance of the book?
- h. Does the proposed book address content areas and/or regions that are traditionally less researched but have emerging potential to contribute to current practice and/or theorization in the field?

3. Theoretical framing

- a. What are the key bodies of literature engaged in the book?
- b. Are all the necessary topics and literature included?
- c. Does the proposal draw on and makes clear contributions to social and educational theory?
- d. Do you have any suggestions for improving the topics or the organization?
- e. What theoretical or conceptual contributions are made by the book?

4. Research methods

- a. Does the author make clear the research methods and techniques upon which the book is based?
- b. Are the methods presented in an accessible way?
- c. Does the author demonstrate a strong grounding in robust research methods?
- d. Does the author contribute innovative research methods?

5. Findings

- a. What are the main empirical contributions of the book?
- b. Are the main claims presented clearly and with sufficient evidence or support?
- c. Are the main claims original and noteworthy?
- d. What advice do you have for improving the presentation of the main claims?

6. Significance

- a. What are the main contributions of this book?
- b. What is unique about the proposed book?
- c. Does the book make clear the significance of the work?
- d. Does the book include a discussion about the implications of comparative research for policy and practice in the U.S. or elsewhere?
- e. Do you have suggestions for how to further emphasize the significance?

7. Author

- a. Is the author representing a new perspective in our field or shedding new light on an

existing one?

b. Does the author develop groundbreaking social and educational insights?

8. Presentation

a. Is the manuscript organized in a way to assist clarity?

b. Is the manuscript well written, with few errors of grammar, punctuation, or spelling?

c. Is the book accessible to a general audience?

9. Market

a. Who is the primary audience for this book?

b. What are the secondary audiences for this book?

c. Can you think of other possible audiences for the book?

10. Overall

a. What are the strengths and weaknesses of the proposed book?

b. What should be done to improve the book, in your opinion?

QUESTIONS TO GUIDE REVIEW OF MONOGRAPH

1. Abstract

- a. Does the abstract succinctly convey the topic, theoretical framing, methods, and findings?
- b. Is it engaging? Is it well written?

2. Introduction

- a. Does the introduction frame the enduring questions addressed by the literature?
- b. Does the introduction make it clear what we know and don't know about this topic?
- c. Does the introduction introduce key concepts that serve as a foundation for the book?
- d. Does the introduction clarify the methods used in the study?
- e. Does the introduction state, in a clear and accessible way, the main arguments of the book?
- f. Does the introduction provide a clear outline of the chapters in the book?
- g. Does the introduction make clear the originality and significance of the book?

3. Theoretical framing

- a. What are the key literatures engaged by the book?
- b. Are all the necessary topics and literatures included?
- c. Do you have any suggestions for improving the topics or the organization?
- d. What theoretical or conceptual contributions are made by the book?

4. Research methods

- a. Does the author make clear the research methods and techniques upon which the book is based?
- b. Are the methods presented in an accessible way?

5. Findings

- a. What are the main empirical contributions of the book?
- b. Are the main claims presented clearly?
- c. Are the main claims original and noteworthy?
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6. Significance

- a. What are the main contributions of this book?
- b. What is unique about the proposed book?
- c. Does the book make clear the significance of the work?
- d. Do you have suggestions for how to further emphasize the significance?

7. Presentation

- a. Is the manuscript organized in a way to assist clarity?
- b. Is the manuscript well written, with few errors of grammar, punctuation, or spelling?
- c. Is the book accessible to a general audience?

8. Market

- a. Who is the primary audience for this book?
- b. What are the secondary audiences for this book?
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9. Overall

- a. What are the strengths and weaknesses of the book?
- b. What should be done to improve the book, in your opinion?