

MLA Monographic Series

Proposal Guidelines for Authors and Reviewers

Proposal Guidelines for Authors

Proposals should include the following elements:

- Description of the proposed book, including scope, methodology, and anticipated life-span. If published, will this book benefit from periodic revision? If so, how often?
- Statements regarding what makes it important, timely, or unique.
- The relevance of the proposed title for the intended series (Basic Manual, Index & Bibliography, Technical Reports and Monographs in Music Librarianship).
- Annotated table of contents that includes a description of each chapter along with estimated word count.
- Analysis of competing or similar books (including publishers and dates of publication), along with annotations (around 100 words) about the significance of each item.
- Description of your target audience (instruction, collection development, technical services librarians? library administration/management? general readers? undergraduate or graduate students? scholars? professionals? music librarians in non-music specialties? Etc.).
- Anticipated manuscript completion date.
- A curriculum vitae of the author(s).

Guidelines for Proposal Reviewers

- Is the topic appropriately defined and relevant? Is the subject matter comprehensively developed?
- How does the book situate itself with respect to other scholarship in the subject area?
- What is your approach and/or methodology for the proposed book?
- Does the book meet the guidelines of the series?
- Does the proposed research fit into book form?
- Does the proposal suggest connections with other organization (e.g., ALA, SAA, etc.) and so warrant communicating with them as part of the proposal review?
- Is the topic appropriately defined?
- Is the information accurate, timely, and properly documented?
- Is the work directed to a specific audience or relevant to a wide-ranging population?
- Is the text written clearly and succinctly?
- Is there an anticipated life-span for the work?
- If published, will this book benefit from periodic revision? If so, how often?
- How does this work compare with others of this type, coverage, or area?
- Could you conceivably endorse this book?