

BOOK PROPOSAL CHECKLIST

Track your progress as you work through
The Book Proposal Book: A Guide for Scholarly Authors
and complete the steps to prepare your book proposal for submission

READ

TO DO

TARGET
DATE

COMPLETE

<input type="radio"/>	CHAPTER 1	Step 1: Identify your target presses	_____	<input type="radio"/>
		Step 2: Research & evaluate target presses	_____	<input type="radio"/>
		Step 3: Gather submission info & summarize fit	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 2	Step 4: Generate raw material for your proposal	_____	<input type="radio"/>
		Step 5: Draft a letter of inquiry	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 3	Step 6: Collect a list of comp titles	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 4	Step 7: Articulate your book's audience	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 5	Step 8: State your book's thesis	_____	<input type="radio"/>
		Step 9: Distill a one-liner for your project	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 6	Step 10: Draft a project description	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 7	Step 11: Summarize your book's chapters	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 8	Step 12: Come up with working titles	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 9	Step 13: Revise for style and voice	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 10	Step 14: Write an author biography	_____	<input type="radio"/>
		Step 15: Create an author CV	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 11	Step 16: Assemble your prospectus	_____	<input type="radio"/>
<input type="radio"/>	CHAPTER 12	Step 17: Prepare to connect with editors	_____	<input type="radio"/>
		Step 18: Submit your proposal	_____	<input type="radio"/>

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