**IEEE Press Textbook Proposal Form**

The following information is provided as a suggested checklist of information which would assist the IEEE Press in accurately considering and handling your proposed book idea. Please provide as much detail as possible.

This form is for **textbooks** only, which is defined as an authored book intended to be used *primarily* as the main study material in an undergraduate- or graduate-level university course.

Completed forms, as well as any questions about either the form or the process, should be directed to:

**Mary Hatcher**
mhatcher@wiley.com

**1. Contact Information**
(please include any co-authors/editors) Name, Home Address, Affiliation, Phone number, Fax number, E-mail address

**2. Book Title**
(add subtitle if applicable)

**3. Rationale**
For whom is the book being written and why is it needed? (one or two paragraphs)

**4. Subject**
Describe your book's topic and coverage in commonly understood language—please avoid technical jargon. Please provide a general overview and a detailed rundown of the subjects treated in your book. Does your book have any outstanding features that competing books may not have? Also describe the utility of your book to the reader.

**5. Intended Audience**
Whom specifically do you think will need and buy this book? How many such individuals do you think there are? Why? For which professional group(s) is the book primarily written? Please identify the profession or industry, relevant job titles, and how the book will be used. List in order which IEEE Societies (if you know them) are the best potential buyers of your book. What key meetings or conferences would most welcome your book? Are there any non-IEEE organizations that would benefit? What trade, business, or professional journals or magazines are most related to your book's subject? Does your book have classroom adoption possibilities? If so, would you consider it: introductory textbook advance undergraduate textbook graduate textbook continuing education textbook supplemental reading Please identify the course titles in which your book could be used.

**6. Competition**
List non-IEEE books similar to yours in the professional/reference field. Provide author, title, and publisher if known. How does your book compare? In what ways is it superior? Please be aware that existing books are used to measure the market for your book.

**7. Series**Many of our books are part of a series on related subjects. Please review the list of our current book series and check any that this book might be appropriate for. Also, what IEEE Standards would be applicable?

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| --- | --- | --- | --- |
|  | IEEE Press Series on Aeronautics and Astronautics Systems |  | IEEE Press Series on Biomedical Engineering |
|  | ComSoc Guides to Communications Technologies |  | IEEE Press Series on Control Systems Theory and Applications |
|  | IEEE Press Series on Computational Intelligence |  | IEEE Press Series on Electromagnetic Wave Theory and Applications |
|  | IEEE Press Series on Digital and Mobile Communications |  | IEEE Press Series on Microelectronic Systems |
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|  | IEEE Press Series on RF and Microwave Technology |  | IEEE Press Series on Systems Science and Engineering |
|  | IEEE Press Series on Standards Information Network |  | IEEE Press Series on Vehicular Technology |
|  | IEEE Press Series on Technology Management, Innovation, and Leadership |  |  |

**8. Format**
The number of pages estimated for the final version, expressed either as double-spaced manuscript pages or printed final book pages (please specify)—please be as accurate as possible. How many total illustrations will there be in your manuscript? How many are computer-generated? line drawings? photos? How many of the illustrations will be in production-ready condition (perfect and ready to shoot or import)? How many will need help in rendering to improve them for publication? What software program will you use to prepare your manuscript? Please specify version number and platform to be used for text and art files. What is your realistic estimate of time needed for the completion of your manuscript? At what stage of writing are you now?

**9. Supplemental files**
Will your book be accompanied by supplementary material: A solutions manual? Additional files (e.g., MATLAB) which could be posted at the IEEE Press website?

**10. Reviewers**
Who could you recommend who is respected in the field covered by the book who might review it in the proposal and manuscript stages? Please provide their full names and addresses, including e-mail, phone and fax numbers. Please provide 5-10 potential reviewers.

**11. Biographical Data**
Just as the information about your book is important, so is information about yourself. Please enclose your full curriculum vitae (and those of your co-authors/editors). It should include your current professional position, past experience, teaching and/or speaking experience, educational background, previous publications, memberships, awards, and any other information pertinent to the proposed book

**12. Sample Material**
IEEE Press requires a detailed table of contents or outline that identifies the chapter titles and major subheadings within those chapters and a brief paragraph outlining the chapters' contents. IEEE Press also requires one or two chapters from the book—ideally the introductory chapter and a chapter from the “heart” of the book. Providing sample chapters will enable us and the reviewers to better evaluate the proposal and give you more detailed feedback that will help you realize a high-quality final product. Please also include at least 10 keywords.

**13. How Did You Hear About us?**
(Choose as many as you like from the options below)

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[ ]  2) From a peer

[ ]  3) From IEEE conference-related email

[ ]  4) At a conference booth

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[ ]  7) Other (please explain)