

Writers and Editors at Work

A writer and an editor need to develop a shared vision for the book in progress as well as the work habits of each. This means that at the outset they exchange through talk and memorandums of understanding some of the following:

- *Main thrust of the book*
- *Why the audience and the field need the book*
- *How the book will help learners*
- *Where the book fits into the Heinemann vision*

The writer is the teacher. That is, the writer teaches the editor about the subject. A good editor is a learner and listens very carefully, asking many questions that draw the writer to understandings the writer may not have imagined. An editor has a knowledge of the field that helps the writer see more clearly how important the work may be.

There are times when the writer loses the vision. The writer has hit the wall, the vision is lost, or personal problems stand in the way. The editor helps the writer to reengage with the vision and want to go back to work. Because the editor has a broad understanding of how writing gets done and a good understanding of the writing process, she has a range of recommendations that she knows will help the writer.

—Donald Graves
Heinemann Author

Don Graves presented these words to me and to our editorial team the first year I became Editorial Director. What a revelation it was! Although I had edited numerous books, it was great to have an experienced author's perspective on what's important about the editor-author partnership.

The guidelines in this pamphlet and the proposal you will create are the foundation of what we hope will be a long, happy relationship between you, the prospective author, and one of the editors here at Heinemann. We respect that writing is hard work and that every submission risks rejection. We therefore commit to giving every proposal serious consideration and as prompt a response as possible.

Now, take a deep breath, and start writing!

—Leigh Peake
Editorial Director

Heinemann

**361 Hanover Street
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Submission Guidelines for Authors

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Thank you for your interest in Heinemann/ Boynton-Cook. We're pleased to present our guidelines for submitting a proposal for publication.

Submission Guidelines

Your proposal should include the following:

- **A Cover Letter**

This should be a brief overview of who you are as an author, what your project is, and why you've chosen us as a possible home for your work.

- **A Statement Describing your Objectives and Reasons for Writing the Book**

This should explain why the book will be useful and informative for its audience and a good addition to the available literature. Heinemann books generally either present new or little-known material, including the results of recent research and innovative practices, or contribute to a new understanding of familiar material by treating it in an original and stimulating manner. Be sure to address how your book satisfies this description.

- **A Complete Table of Contents with Chapter Summaries**

It is important that the book be a conceptual whole, and the summaries and the table of contents should reflect a carefully conceived, cohesive structure.

- **Sample Chapters**

Sample chapters are the most important aspect of the proposal. Select two or three chapters that you think will give

us the best idea of the manuscript's content, style, and voice. If the manuscript is complete, we will consider full manuscripts. Please do not send original art!

Additional information you might like to include with your proposal:

- Your résumé or curriculum vitae
- Status of the manuscript
- Audience and competing titles
- Length
- Art
- Permissions
- Presentation
- A self-addressed stamped envelope so we can return your material

Additional Considerations

First-time Authors

We are constantly on the lookout for new voices and visions, and welcome proposals from previously unpublished authors.

"Fit" with Heinemann

We receive many submissions that reflect little or no understanding of the types of books we publish. Please review our publishing program on our website (www.heinemann.com) or in our catalogs before deciding to submit your work. You can phone us at 1-800-541-2086 to obtain a catalog if you don't already have one.

Simultaneous Submissions

In recent years, simultaneous submissions have unfortunately proliferated in the book publishing industry. We

discourage this practice. However, if you still find it necessary to submit your manuscript to a number of publishers simultaneously, you should tell us in your cover letter.

Manuscript Review Process

Your manuscript will first be reviewed by a Heinemann editor. If we then take it to the next step, we'll send it to outside readers for review. These are people working in the field whose feedback on your manuscript/proposal you might find helpful. You should feel free to suggest names of potential reviewers (along with addresses, affiliations, phone numbers, and e-mail addresses, if pertinent). We may ask them, or other reviewers, to look at your work and give us their written responses. Please bear in mind that our reviewers are, like our authors, busy professionals, and it may take several weeks for us to get a response. We have a strict policy of not revealing the identities of our readers unless they specifically request otherwise.

Questions and Contact Information

You can submit questions and/or your proposal via e-mail to: proposals@heinemann.com

Or you can mail your material to: Acquisitions Editor, Heinemann, 361 Hanover Street, Portsmouth, NH 03801-3912

Note about submissions to African Writers Series:

Heinemann no longer administers the African Writers Series. Please direct all queries to Robert Sulley or Charlotte Rosen-Svenson at Heinemann-Oxford, Halley Court, Jordan Hill, Oxford, OX2 8EJ
www.heinemann.co.uk

