



Guidelines

Every book proposal Beacon Books receives goes through our internal review process. In general, we ask for 1-3 months to reach a decision on whether a particular manuscript has been approved for publication. The following is a breakdown of each stage in the process:

- 1. Proposal** – Prospective authors need to complete and submit the book proposal form, along with 1-2 sample chapters. *Beacon Books will reject applications that do not use this form.* If sample chapters cannot be provided, we strongly advise that the proposal form is extensively detailed. Prospective authors must also send 2-page CVs. If the book is co-authored, CVs are required for all authors. If the book is an edited volume, only the editor(s) need to send their CV(s), and a short background description of the contributing authors' details should be mentioned in the book proposal form.
- 2. Commissioning Editor (CE) Assessment** – The commissioning editor will review the proposal and determine whether it is of interest to Beacon Books in terms of substance and relevance. This can take up to 1 month.
- 3. External Peer Review** – If the CE accepts the proposal, it will be sent out to 2-4 external reviewers (depending on the nature of the book). This stage can take 1-2 months.
- 4. Decision** – In light of feedback from the external reviewers and the CE, the final decision will be sent to the author(s).
- 5. Contract** – If the proposal has been accepted, the author(s) will be put in touch with the Senior Editor, with whom the details of the contract will be finalised.