

AHLP Book Proposal Submission Guidelines

September 2009



Learn about
the types of
books and
genres AHLP
publishes



Learn about
the AHLP
acquisitions
process



Learn what
to prepare
and send to
AHLP



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AHLP Departments

Editorial

Production

Quality Assurance

Sales and Marketing

Business

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1 AHLP crafts publishing program with books for all ages

Africana Homestead Legacy Publishers Inc. publishes literary works that feature the lives of people of African descent worldwide. Before you send a proposal to the acquisitions committee, please read this booklet to familiarize yourself with AHLP's publishing program.

AHLP publishes many types of books

Through its ambitious publishing program, AHLP is able to produce eight types of books:

- ◆ monographs (usually a single topic, with one author)
- ◆ collaborative volumes (two to four co-authors, but AHLP prefers two or three co-authors)
- ◆ edited works with contributing authors (one or two editors, with chapters written by contributing authors)
- ◆ compiled works
- ◆ translated works
- ◆ short fiction and nonfiction
- ◆ picture books (requires author and illustrator)
- ◆ chapter books (ages 7-10) (requires author and illustrator)

AHLP publishes books in many genres

The AHLP publishing program includes books for adults, juveniles, and children that are in many genres and sub-genres.

AHLP genres and sub-genres for adult literature:

1. scholarly nonfiction: academic subjects, oral histories, cultural studies, biographies, reference works, and textbooks for educators, research and public libraries, academic and independent researchers, and government policymakers
2. literary fiction: novels and anthologies of short fiction written for scholarly and general readers
3. short nonfiction, folklore, myths, legends, poetry: collections of short stories, essays, folk tales, and poetry anthologies written for scholarly and general readers
4. autobiography, biography, and memoirs: narratives written for general readers
5. general fiction: short novels, romances, and short fiction anthologies written for general readers
6. general nonfiction: genealogy, poetry, inspirational, self-help, cooking, and craft books, written for general readers
7. popular scientific, technical, medical: handbooks and manuals in information and computer tech-

nology, math and science literacy, writing and communications, health and wellness

8. hymnals, song books: monolingual, bilingual, and multi-lingual collections in English and English dialects, African languages and dialects, and European languages and dialects.

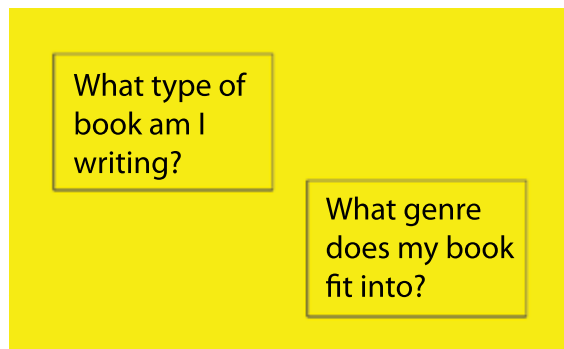
AHLP genres for juvenile and children's literature:

9. juvenile literature: young adult literature, poetry collections, short fiction and nonfiction collections, instructional books
10. children's literature: picture books, chapter books, instructional books

With AHLP publishing a wide array of genres, authors have many opportunities to publish their work. But careful planning and research is important. The majority of AHLP's works are scholarly nonfiction. The editorial department wants books to add to the AHLP nonfiction catalog in three key areas:

- ◆ African American and Canadian Series
- ◆ Africa and Caribbean Series
- ◆ Literary Fiction, Folklore, and Poetry Series

Second editions of already published books and forthcoming titles will carry the series designations.



Planning and research will increase your chances of having your proposal accepted

AHLP publishing specifications

AHLP publishes almost all of its hardcover and softcover books for adults with a trim size of 6 inches by 9 inches. Books for juveniles are 5.5 inches by 8.5 inches and 6 inches by 9 inches. AHLP uses three sizes for children's books: 8 inches by 10 inches, 8.5 inches by 8.5 inches, and 8 inches by 11 inches. Very few AHLP books have dust jackets, because jackets are easily damaged during packing and repacking in the warehouse and result in financial loss.

Author profiles fit into four basic categories:

- professional and academic writers
- amateur or first-time writers with a good command of standard written English who need help from an editor
- amateur or first-time writers with a fair command of standard written English who need a co-author
- amateur or first-time writers with a very limited command of standard written English or who speak an English dialect and need a co-author.

The page count in AHLP books is an even multiple of sixteen, a practice in the formal publishing industry. To meet AHLP's publishing specs, the word count in a final manuscript must fall into one of these ranges:

- ◆ long scholarly works, 60,000 to 89,000 words
- ◆ short scholarly works, 25,000 to 50,000 words
- ◆ long general works, 50,000 to 60,000 words
- ◆ short general works, 20,000 to 45,000 words
- ◆ juvenile literature, 10,000 to 20,000 words
- ◆ children's literature, age specific

This takes into account the front matter, back matter, and standard number of illustrations.

2 Understanding AHLP's acquisitions process

AHLP's editorial department has an acquisitions committee whose members are in-house editors, the board of advisors, subject matter experts, and the sales and marketing manager. Effective January 2009, the committee will evaluate submissions on these factors within two to three months:

- ◆ project's overall strengths and weaknesses
- ◆ project's commercial potential
- ◆ author's concept and execution
- ◆ content and writing style.

The acquisitions committee may —

- ◆ encourage development of a manuscript and recommend that AHLP accepts the proposal
- ◆ ask the author to resubmit the proposal with more detailed information
- ◆ advise the author to recast the work for publication in a journal or other periodical
- ◆ discourage further development of manuscript.

Before notifying the author, the committee sends their written recommendation to the president and vice-president of AHLP for final approval.

AHLP assigns an accepted project to an imprint

If AHLP's president and vice-president approve the recommendation to accept the proposal, AHLP will

send the author the acceptance letter, contract to acquire the publishing rights, and a questionnaire to obtain essential information for publication. AHLP will publish a forthcoming title under one of its five imprints, based on the subject matter and audience:

Africana Homestead Legacy Publishers—scholarly nonfiction, biography, literary fiction (novels and anthologies), folklore, dramatic works, periodicals

AHLP Books— autobiography, biography, and memoirs for a general readership;

Oyinde Publishing —novellas and romance novels, genealogy, poetry, inspirational, and self-help

AHLP Communications— handbooks and manuals on information technology, math and science literacy, writing and communications, and health and wellness; hymnals and song book collections in English, English dialects, African languages, European languages; monolingual, bilingual, and multi-lingual

Nefu Books—juvenile literature, children's picture and chapter books, juvenile and children's instructional books.

Besides acquiring new works, the AHLP acquisitions committee selects titles to re-publish that are out of print.

- ◆ work in the public domain
- ◆ work of author(s) who have regained the publishing rights from their previous publisher or published with a non exclusive contract.

AHLP seeks books on many subjects

Nonfiction

AHLP publishes books in many academic disciplines. Consider these areas as our primary interest: African studies; African American studies; African Canadian studies; art; anthropology; biography; Caribbean and Latin American studies; communications; conflict studies; culture; cultural anthropology; economics; education; folklore; history; international relations; language and linguistics; law; literary criticism; literary fiction; mass media; medicine; music; natural sciences; nursing; Pan-African studies; performing arts; political communication; political science; philosophy; psychology; public health; sociology; women's studies; and others.

Literary fiction, folklore, and poetry anthologies

AHLP publishes contemporary fiction, historical fiction, folklore, and similar works. This includes many sub-genres: roman à clef novels (fiction based on actual events); folklore tales, legends, myths, oral history, proverbs, humor, and popular beliefs of an ethnic group, nation, region(s), or continent; dramatic works. Anthologies of poetry must be advanced creative work.

Autobiography, biography, and memoirs

Acquisitions will select a detailed and well-researched account of the life of an individual who has made a contribution in the black community and achieved local, regional, state-wide, national, or

global prominence that is significant or unique or both. The work may be completed with the help of a professional writer or editor who would be included on the title page and cover as a contributing author.

Novellas, romance novels, poetry, inspirational, self-help, popular culture

Acquisitions will select manuscripts of creative contemporary literature with high appeal to a popular audience.

Juvenile and children's literature

The acquisitions committee will select manuscripts with these qualities:

- ◆ well-developed characters that come to life
- ◆ interesting and developed plot
- ◆ appropriate vocabulary for the designated age or age group (see this reference: *Children's Writer's Word Book, 2nd Edition*, Alijandra Mogilner and TayopaMogilner.
- ◆ teaches in a creative manner
- ◆ lends itself to imaginative illustrations

3 Send AHLP a complete proposal package

Submission package

You must send these items to AHLP's acquisitions committee:

1. **cover letter:** include your contact information (home mailing address, telephone, and e-mail) and a description of your relevant academic, employment, research, and writing background.
2. **book proposal:** (see contents below)
3. **attachments:** full or partial draft manuscript and, for books already published or out of print, status of publishing rights (see page 4).

Format of the book proposal

The book proposal must contain the following:

1. **Proposed title.** A nonfiction title should be descriptive and very short (seven words are ideal). It must contain all key words that will allow researchers to understand the content and find it easily through an Internet or database search engine. You may put additional concepts or secondary descriptive information in the subtitle. Fiction, poetry, inspirational, self-help, etc., may have fanciful titles—witty, whimsical, and short. Editorial staff may suggest alternate titles.
2. **Author(s) or editor(s):** List the name(s) that will appear on the title page. If more than one author or editor, list names in the order that they will appear on the title page. List the relevant academic or work affiliation of each author.
3. **Compiler(s) and illustrator(s):** List if included on the title page.
4. **General overview and subject(s):** A one or two paragraph description is acceptable.
5. **Thesis, central arguments, plot:** A one or two paragraph description is acceptable.
6. **Research method(s):** A one or two paragraph description is acceptable.
7. **Proposed specifications:** This should be a best estimate of the number of words of the finished work. This includes the front matter, (i.e., preface or foreword, acknowledgments), body of the text (introduction and main chapters), and back matter (epilogue or afterword, appendixes, glossary, bibliography, index). You must also give the planned number of photographs and illustrations (tables, graphs, charts, maps, etc.). AHLP approves the final specifications.
8. **Primary audience:** Describe who will use your book specialists, graduate students, undergraduates, secondary schools, the general adult public, children, juveniles, young adults.
9. **Publication date:** Publication will take from eighteen to twenty-four months after delivery of the final manuscript (six to eight months after an author returns his or her signed contract). Please support a request for an accelerated pub-

lication date with details, (for example, tenure application, scheduled special event, subject relates to newsworthy current event).

10. **Course adoption:** State if a department of an academic institution will adopt your book as a text, the name and number of sections of the course or courses in which they will use your book and the total expected number of copies that the institution's bookstore will purchase.
11. **Pre-publication purchase of books:** State if you wish to purchase more than twenty-five copies of your book to sell in a restricted North American or foreign market. If you will sell overseas, please state the geographic location(s) and the country's currency.

Full draft manuscript

Type your draft manuscript using wordprocessing software. Use one font for the entire manuscript, double-space the text, and use tabs to indent paragraphs. *Do not* put color, drawings, tables, charts or other illustrations in the text. *Do not* place text into separate text frames. If you have illustrations, number them, and place them in separate files. Include a bibliography or reference list. Prepare documentation according to one of two style guides:

- ◆ Chicago Manual of Style (CMS) 15th Edition, with endnotes and a full or partial bibliography. (AHLP's preferred format for historical studies.)
- ◆ Publication Manual of the American Psychological Association (APA), Fifth Edition, with the author-date system, no footnotes or endnotes, and a reference list. For social and behavioral sciences.

Partial draft manuscript

Follow the word processing and documentation instructions in the previous section. Send the title

page, table of contents, two sample chapters, or five sample entries for dictionaries and encyclopedias, and a bibliography (CMS) or reference list (APA).

Submissions for titles out of print or published with nonexclusive contract

Please prepare a cover letter and book proposal, and *attach a summary of the contract and correspondence with former publisher* to document that the author(s) or editor(s) solely hold the publishing rights (i.e., rights have reverted to author(s) or editor(s)).

If author or editor only had an oral agreement with publisher, please state that in writing. Under U.S. law, oral agreements are non-exclusive and authors may grant publishing rights to any other party without restriction.

In addition to these documents, send a copy of the published book. If you plan to change the title, revise or update the text, add new illustrations, please provide the following information:

- ◆ New proposed title.
- ◆ List of all revisions.
- ◆ Estimated number of words.

Submission address

Attn: Acquisitions Committee, Editorial Dept.
Africana Homestead Legacy Publishers Inc.
811 Church Road, Suite 105
Cherry Hill, New Jersey 08002

or

Send submissions by e-mail as an Adobe PDF or rich text file (RTF): editors@ahlpub.com.

If you have any questions, please e-mail editors@ahlpub.com.

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