**Author Questionnaire**

Please return this form as soon as possible, and by the time you submit your manuscript, via email, to your commissioning editor.

SECTION A: YOUR INFORMATION

1. Title of your book:
2. Personal details:
	* Title:
	* Forename:
	* Surname:
	* Full name and affiliation as you would like it to appear on the book and in other publicity materials:
	* Date of birth (for US Library of Congress records):
	* Citizenship (for US Library of Congress records):
3. Work contact details:
	* Email:
	* Telephone:
	* Fax:
	* Postal address:
4. Home contact details:
	* Email:
	* Telephone:
	* Postal address:
5. Preferred address for proofs HOME / WORK (delete as appropriate)
6. Are there any dates following your manuscript delivery date when you will be away or unable to answer queries or read proofs for any other reason:

aptionsionpage number, quote)ed permission for usage: book, it) bookately - outdated SECTION B. MARKETING INFORMATION

*Please complete this section in as much detail as possible – knowing about any existing networks and potential publicity opportunities will benefit the global marketing of your book enormously*

1. Please provide a one sentence description of your book:
2. Please provide three key features of your book on which we can base our marketing copy (max 15 words each):
3. Are there any key words others might use when looking for a text on the subject of your work (please bear in mind those outside your own discipline, as well as those within it)?
4. Is there anything particularly topical or controversial about your book?
5. Please provide the names and email addresses of anyone you think might be willing to provide an endorsement for your book. If your book has international appeal please ensure your suggestions reflect this.

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| Name | Institution | Email Address |
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1. Please list the specialist journals or blogs which would be most likely to review your book.

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| --- | --- | --- |
| Journal Title | Reviews Editor | Email Address |
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1. Please list any organizations and networks that may be particularly interested in the topics covered in your book (including their Twitter handle and/or Facebook page details, if you know them).

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| --- | --- | --- |
| Society/Association | Contact | Contact Details |
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1. Are there any subject specific email lists through which we should announce the book? Please let us know which ones you are subscribed to personally

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| Email List | URL | Email Address | Subscribed to? |
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1. At which conferences or events would the book be relevant (for display and marketing purposes, including the possibility of nominating the book for a panel discussion)? Please let us know which ones you plan to attend.

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| --- | --- | --- |
| Conference | Conference Dates | Attending? |
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1. Do you have any contacts in the press or other media who might be able to provide publicity opportunities for the book?

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| --- | --- | --- |
| Contact Name | Organisation/Institution | Potential opportunity? |
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1. Do you know of any institutions/courses/lecturers who teach a course suitable for the text?

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| --- | --- | --- | --- |
| Institution | Module | Lecturer | Email Address |
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17a. In your experience, what are the key texts currently used on the above courses?

|  |  |  |  |
| --- | --- | --- | --- |
| Author | Title | Year of Publication | Publisher |
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17b. Do you have a sense of the student numbers studying the subject?

1. We will send a pre-publication offer email to promote the book. Please list any individuals you would like us to send this offer to (feel free to add as many names as you like).

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| --- | --- |
| Name | Email Address |
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1. Are there any awards or prizes you think the book could be entered for?

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| --- | --- | --- | --- |
| Award/Prize | Entry Deadline | Country | Website Address/Contact Details |
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1. Additional information. Please give details of any additional information that will help us to market this book (e.g. relevant associations, topical information, specialist university departments / courses). NB. We have a network of sales representatives/agents based around the world.
2. Please let us know whether you would be happy to provide a ‘guest blog’ for our website. If so, do you have a topic in mind?
3. Please let us know whether you would be happy to provide a YouTube video for our website. If so, are you able to film this yourself or would you require assistance? Have you/your university already created a YouTube video that we could link to?
4. Please check the relevant box(es) below if you would like to join our mailing list in order to hear more about our new books, series and events in your area:

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| --- | --- |
| Philosophy |  |
| Politics and International Relations  |  |
| Cultural Studies |  |
| Economics |  |