 **AUTHOR QUESTIONNAIRE**

This questionnaire asks for key information useful to SUP as we develop early materials for our sales team. Once your manuscript is in production, you will also receive a Marketing Questionnaire from our marketing department.

1. **Author name(s)** as it should appear on the book cover and title page.

2. **Book title**.

3. **Submission date** for complete final manuscript, formatted, with all supporting documentation.

**AUTHOR INFORMATION**

4. **Title, position, and university affiliation or company**.

5.  **Education and honors**, including dates of degrees. Also list any alumni associations, alumni magazines, etc that might be appropriate venues to promote your book.

6. **Previously published books**, including publisher, date, and any awards won, as well as for any books published in translation, language and foreign publisher.

7. **Non-scholarly publications** in national and regional newspapers, magazines, blogs, or other mainstream media.

8. **Social media presence**, in particular any personal or professional accounts (Twitter, Facebook, Instagram, Academia.edu, LinkedIn, etc.) or websites that will be used to promote the book.

9. **Copyright registration**. Provide the following for each author.

 Name(s) in full.

 Citizenship.

10. **Dissertation**. If this work is a revision of your doctoral dissertation, answer the following.

 Dissertation title.

 Did you sign an agreement with UMI/Proquest?

 Did UMI/Proquest register your dissertation with the copyright office?

**BOOK INFORMATION**

11. **Book description**, highlighting the main arguments, innovations, and significance of the work. This description will be used in developing the promotional copy for the book and should be written in non-technical language.

12. **One sentence description or tagline**.

13. **Keywords.** Suggest 5-10 keywords that describe the content of the book. Keywords are equivalent to terms in an index. Keywords should be kept to one word where possible (two to three word specialist terms are acceptable where necessary), and should not be too generalized.

14. **Points to emphasize in promoting the book.** For example, what are the key elements that distinguish this book from others on the topic? Does it refute a prevailing theory or argument? Will it be controversial? Does it introduce new material or research? Does it provide a new interpretation of well-known material or events? Are there any important upcoming events, commemorations, etc?

15. **Related books**. List specific books and their authors, and note how your book differs.

16. **Intended markets and readership**, including possible course adoptions if appropriate.

17. **Special characters**. Note whether your manuscript contains non-Western script, transliterated language, formulae, or other special characters of symbols.

**COVER INFORMATION**

18. **Image suggestions and design preferences.** In particular, list any specific images or general color, design, and aesthetic preferences. Are there any approaches or types of images to avoid? Do you have suggestions for archives or other sources where a designer might search for appropriate imagery?

19. **Favorite cover designs**. List book covers you like (from any publisher), particularly those that might be on a related topic and/or intended for a similar readership. Explain the specific qualities or features of these covers that appeal to you.