

AWWA PUBLISHING

PRELIMINARY QUESTIONNAIRE FOR ALL PROPOSED MANUALS, HANDBOOKS, AND ACQUISITION BOOKS

To be completed by author, committee and/or assigned editor

Date initiated _____ Date completed _____

Prepared by _____

Approved by Acquisitions Manager (initial) _____ Date _____

The following information is required before any proposed Work can be considered for development and publishing by AWWA. Please respond to all questions as fully as possible.

AUTHOR(S) INFORMATION

NAME: _____

AFFILIATION: _____

ADDRESS: _____

PHONE NO.: _____

NAME: _____

AFFILIATION: _____

ADDRESS: _____

PHONE NO.: _____

NAME: _____

AFFILIATION: _____

ADDRESS: _____

PHONE NO.: _____

Please attach a sheet briefly outlining the background, experience, qualifications, and previous publications (if any) for each person listed above.

DESCRIPTION OF PROPOSED PROJECT

Proposed Title: _____

Purpose and Coverage:

In the space below please explain:

1. the general purpose and reason for the proposed Work;
2. the need this book will fill;
3. who it will help, and
4. what it will do for the reader.

In the space below, please provide some specific examples of typical problems faced by potential readers and how the proposed book will help them find solutions to such problems.

CONTENT OUTLINE:

Please provide a complete content outline. Include a brief paragraph describing each section and/or chapter, highlighting special points that will be of particular value and interest to the reader.

TIMELINESS:

Describe any current, recent or expected future events, trends,

legislation, technology, etc., that support the cause for publishing a book on the proposed topic at this time. Attach any documentation that supports or helps prove your assumptions and beliefs.

COMPETITIVE FACTORS:

List, to the extent possible, any books that are presently in print and available that are similar or related. Briefly describe the weaknesses and strengths of each book, and how your book will be superior in terms of new material, timeliness of information, depth of coverage, organization and treatment of material.

Include the name of the publisher, date of publication, current price, and size/page count of each competitive book listed.

If you are unable to find any similar or related books that are in print, please explain why you feel this is so and why your book is needed or would be read. In this regard, it would be appropriate to list similar books now out of print but still read and used.

THIS INFORMATION IS CRITICAL TO THE EVALUATION OF THE MARKET POTENTIAL, PRICING, AND FIT OF YOUR BOOK INTO AWWA'S PUBLISHING PROGRAM.

MARKETABILITY

Describe to the extent possible the basic, secondary and other groups that would find your book valuable and useful. Specify by professional titles, job titles, work functions, and work responsibilities. If possible, provide accurate information about the actual numbers of people in each readership group you identify (e.g., the number of water quality engineers, civil engineers, chemists, lab technicians, operators, etc., employed in the drinking water industry).

MANUSCRIPT

Number of manuscript pages _____

(Calculate page count on basis of 8-1/2" x 11" double-spaced format)

Is the manuscript now complete?: Yes (____) No (____)

Partially completed?: Yes (____) No (____)

If partially completed, what percentage? _____

If partially completed or not yet begun, when will it be completed? _____

Is the manuscript metricated? Yes (____) No (____)

If the manuscript contains, or will contain, copyrighted material from another source, have you obtained the necessary reprint permissions?: Yes (____) No (____)

Production Information

Please give your best estimate for the following:

Total number of line illustrations _____

2-color or more _____ black & white _____

Total number of photographs _____

color _____ black & white _____

Number of tables _____

Number of mathematical equations _____

In the space below, describe special artwork required such as oversize drawings, transparent overlays, computer printouts, etc.:

Can you provide camera-ready art, or will you rely on AWWA to render final art from your roughs? If some will be camera-ready, how many?

Do you have artwork or photographs that you believe to be suitable for the cover of the book?

AWWA prefers that all manuscripts be prepared on a computer and the submission of both floppy disks and hard copy. Accordingly, please answer the following questions:

Type of computer you will use _____
(e.g., IBM, Apple, other)

Operating system/version # and word processing
software/version # (Word 97 strongly preferred) _____

Disk size _____
(e.g., 3.5", 5.25")

Additional technical support you may be able to provide:

Camera-ready output Yes (____) No (____)

Indexing Yes (____) No (____)

Other _____

REVIEWERS

In the space below, please list the names, addresses and telephone numbers of at least three reviewers who are experts in the field of interest of your proposed book. Also, please note if these suggested reviewers have authored books themselves.

Please return this completed form along with any attached materials to:

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AWWA Publishing

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