



## Guidelines for Prospective Authors

# URBAN INSTITUTE PRESS

### **What kind of books does UIP publish?**

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UIP publishes analytical and reference works on domestic social policy. Selection criteria include the originality of the thesis, analytical rigor, the book's contribution to the field, the argument's structural soundness, the quality of data and data sources used, readability, marketability, salability, and the author's academic credentials and proven expertise.

We seek books from researchers and policy analysts inside and outside the Urban Institute. (In 2004 and 2005, roughly one-third of our titles had an Institute author or contributor.)

UIP does not publish journalistic or advocacy books, works that synthesize others' research without making an original research contribution, conference proceedings, works too technical to have any course-adoption potential, books whose main audiences are outside the United States, or works that are already available online.

### **What are the comparative advantages of publishing with UIP?**

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UIP offers scholars professional marketing, production, and sales services; affiliation with a respected, politically neutral policy research institute; and timely accounting of standard academic royalties. Also important, our Washington location and the Urban Institute's public affairs expertise give UIP books extra visibility in the national policy debates.

### **How are UIP books selected?**

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UIP's editorial advisory board meets quarterly, usually in January, April, July, and October. The board reviews proposals screened by UIP's director and decides collectively whether to accept a proposal. Board members include researchers from inside and outside the Urban Institute, officers of the Institute, and the UIP director.

Within two days of the quarterly meeting, authors submitting proposals are e-mailed board decisions.

### **How are books reviewed?**

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UIP requires and arranges for two anonymous expert reviews of all manuscripts. Authors are expected to revise their manuscripts in response to these reviews.

### **How long does it take to produce a UIP book?**

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Production time is influenced by how long the manuscript is, how much graphical and tabular material it contains, how much editing it needs, whether the book has many contributors, and whether the manuscript is delivered on time in good digital form. Many UIP books are published within six months of receipt of a final (complete and revised) manuscript in good condition.

### **How are UIP books marketed and sold?**

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UIP books are marketed primarily by mail and e-mail to university professors and bookstores. Books are also sold through the Urban Institute's e-bookstore, Amazon.com and other e-booksellers, and through wholesalers that serve independent and chain bookstores.

### **How do I submit a book proposal?**

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Prospective authors should submit proposals to Kathleen Courier, Director, UIP, preferably by e-mail (kcourrie@ui.urban.org). The initial query letter should state the book's thesis and data sources, explain the work's contribution to the field, list the work's closest competitors and say how the new work differs from or improves upon each, identify the book's main and secondary audiences, and specify when the manuscript will be completed (if it isn't already). The proposal package should also include an annotated table of contents, a sample chapter (preferably the overview, though if it is very general another substantive chapter should also be included), and CVs for all authors.