

Guidelines for Authors

How to prepare and submit your manuscript to EAEP, and what happens after you send it.

How the process works

1

Prepare your proposal and sample chapters

2

Submit by email, registered post or hand delivery

3

Assessment by reviewers (at least 12 weeks)

4

Editorial Board decision

5

Contract signed and book produced

1 General guidelines

- The manuscript must be well written in clear, standard language.
- It should be typed, preferably double-spaced.
- Include your name and contact address on the manuscript, and tell us if your address changes.
- Always keep a copy of your manuscript. We cannot guarantee compensation for lost or damaged manuscripts.
- Read some of our published titles so you know the kinds of works we publish in our various series.

2 About the book

- Describe the book in one or two paragraphs, including what makes it unique.
- Provide an outline or table of contents showing how the material fits together.
- Explain the outstanding features of your work and your motivation for writing it.
- List any supporting material the book needs (photographs, maps, glossaries, references) and say which of these you will provide.
- Name any similar published works and explain how your book compares with them.

3 Target market

- Who is your core reader? For example: pre-primary, primary or secondary school textbook/reader; tertiary or university text/reference; or a general book (travel, leisure, humour, cookery, environment, fiction or non-fiction).

- What is the best way to reach them: school, university or public libraries, bookshops or gift shops?

4 Status of the work

- What percentage of the book have you written so far?
- Do you have a plan showing when the full manuscript will be complete?
- Estimate the final length of the book, including any illustrations.

5 Sample chapters

Send a few completed chapters so we can assess the content and your writing style, and judge how much editorial work would be needed if the manuscript is accepted.

6 About you

- Your current CV or a short biography covering your writing, teaching and/or educational background.
- A recent photograph.
- A list of any books you have published and anything else that qualifies you to write this book.

7 What happens next

- Allow at least **12 weeks** for your manuscript to be assessed and evaluated.
- After assessment you may receive written report(s), be invited to our editorial offices to discuss the work, or be asked to respond to the report(s) in writing. EAEP is not obliged to share assessment reports.
- A manuscript with two or more favourable reports goes to our Editorial Board, which makes a collective decision. A manuscript may still be declined at this stage, and will then be returned to you.
- If accepted, we will contact you to agree and sign a publishing contract, after which the manuscript is produced as a book. Contract terms are only discussed after official acceptance.

Please note: EAEP never asks for payment before a publishing contract has been signed.

Submission checklist

- ☐ Short description of the book and what makes it unique
- ☐ Outline or table of contents
- ☐ Target market and suggested distribution channels
- ☐ Progress so far, completion plan and estimated length
- ☐ Sample chapters (typed, preferably double-spaced)
- ☐ CV or short biography, recent photograph and list of previous publications
- ☐ Your name, address, phone number and email

Send your submission to

Email: info@eastafricanpublishers.com

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