



AUTHOR QUESTIONNAIRE

Please fill out to the best of your knowledge and return, as a modified Word doc to books@hausociety.org. Please do not fill out by hand. If there is more than one contributor, please nominate a lead contributor for correspondence and signed documentation, complete one form per person and indicate the contributor's role, i.e. Author, Editor, Illustrator, Introduction by, Foreword by, Translator, Contributor etc.

PERSONAL INFORMATION

Name:

Affiliation:

Mailing address:

Professional:

Personal:

Cell /Mobile phone:

Landline:

Professional email:

Personal email:

Author's Year of Birth (for Library of Congress registration):

ORCID ID #:

TITLE INFORMATION

(1) Final title and subtitle. Please be sure to consider a "market-friendly" title that appeals to the broadest audience possible – a proper title goes a long way to aid in promotion and coverage.

(2) Translation. Please give original language, title, publisher and year of publication.

(3) Contributor's name as you wish it to appear in print.

(4) Full contributor biography.



- (5) **Book synopsis/description.** 250 words max, two short paragraphs are preferred.
- (6) **Table of Contents.**
- (7) **Year of copyright.** (In English if it is a translation.)
- (8) **Approximate page count** – for a 6x9 volume. If easier, please provide us with a word count, which we can then convert.
- (9) **Approximate number of halftones (i.e. black and white images), line drawings, maps, figures or tables.** Please also note if any would need to be reworked by our graphic designer and indicate if you are pursuing permissions. Colour images will be converted to black and white, so please consider the quality.
- (10) **Potential cover images.** Please attach the files to your response email. You may add a brief description of each here to indicate why these images are suited to represent your title. (These must be images for which you have copyright permission or for which you could easily gain such permission.)
- (11) **Keywords.** Please provide 5-10 keywords for your title—describing its position within a subfield, relation to a body of theory, etc.
- (12) **Contributor’s current professional title and institutional affiliation.** Please also clarify—if you have multiple surnames, surname prefixes, etc.—how your name should be rendered into the bibliographic standard “Last, First.”
- (13) **Previous publications.** Please provide your most recent publications (2-3), all monographs if possible.



- (14) **Your title in previous publications.** Has any portion of your title appeared previously in periodicals or online? If so, please provide citation information and note if permission needs to be obtained.

MARKETING AND PROMOTIONS CONCERNS

- (15) **Sales points.** If there are any particular sales points you would like us to push with your title (such as your work addressing an aporia in your subfield, relevance to syllabi, etc.), please list them below.
- (16) **Potential endorsers.** Please list the names of scholars (2-3) who might be willing and able to provide a brief word of endorsement for your back cover.
- (17) **Competitive titles.** These titles should be on a similar topic, but not necessarily within the discipline. Consider especially titles that have reached across disciplinary audiences. All titles you list should, ideally, be published within the last ten years. We need at least three titles, but feel free to provide more if relevant.
- (18) **Please give three BISAC categories that most accurately describe your book.**
- (19) **Awards.** If your title is eligible to be nominated for any relevant award(s), please list the name of at least 2 such awards, the sponsoring entity, and any other relevant information. HAU staff will assist with the application for 2 such awards at no cost, providing there is sufficient lead time (rush work will incur a charge to the author). (More than two nominations will be at the author's expense, for the delivery of comp copies.)
- (20) **Relevant organizations, societies, or associations of which you are a member.** Our marketing team (via the University of Chicago Press) may elect to promote your title at annual conferences—please additionally note if you will be attending any of these conferences.
- (21) **Journal reviews.** Please list any journals or periodicals that we might contact to review your title.

Additionally, please list anyone who would be strong candidates for writing these reviews and explain why. They cannot be friends or relatives.

(22) Social media. (a) Would you like us to interact with your social media accounts through HAU's official social media accounts? If so, please list the handle for your X (Formerly Twitter), Substack, Instagram or any other popular social media platforms and/or your Facebook contact.

(23) Public relations at your affiliated institution. Would you like us to coordinate marketing and promotions with the public relations office at your university or institution? If so, please provide us with contact information.

(24) Online marketing. Please list any other social media accounts, blogs, listservs, or webpages you think would be well-suited to promoting your work.

(25) Complimentary Copies. Please list any institutions or persons and their email and correspondence address if possible, to whom we can consider sending a complimentary copy, up to 5.

TRANSLATION FUNDING. Securing translation funding is the responsibility of the author. HAU may help with the administration such as issuing invoices and agreements.

(26) Sources of funding.

