

MANUSCRIPT INFORMATION SHEET

*Please complete this form fully, using the spaces provided. Print out the form and return it at your earliest convenience.*

General Date:

1. Proposed title of your book:

2. Proposed subtitle of your book:

3. Series, if applicable:

4. Your name as you wish it to appear in print:

5. Present academic position/affiliation:

6. Office address:

Phone number:

Fax number:

7. Home address:

Phone number:

Fax number:

Which address/phone is to be used for correspondence about your book? office home

8. Email address:

9. The following information is required for copyright purposes.

Date and place of birth:

Citizenship:

➨Please attach a copy of your c.v. to this form when you return it.

Manuscript Information

Physical description of your manuscript (number of double-spaced pages printed out in 12-pt. type, number of charts, number of line art, number of halftone illustrations, page number of tables):

Please provide a brief (200–300 words) summary of your book. Include why your work is important in the field, the major concerns you address, and your findings and their implications. Are there other books that attempt to do what your book does?

UNIVERSITY MUSEUM PUBLICATIONS

Whom do you see as the primary and secondary audiences for this book? Please be very specific, especially about course potential.

Please give a brief biographical sketch that demonstrates your credibility as an author. List college(s), degrees (with dates), honors received, membership in professional societies, special interest areas, other publications.

If any of the material in your book has been published previously in a copyrighted form (e.g., a scholarly journal or magazine), or if your book was derived from or forms a part of a copyrighted dissertation, please indicate how much of the present work appeared in the earlier works:

Has registration for this work, or for an earlier version of this work, already been made in the Copyright Office? If yes, please give previous registration number and year:

If your book is a translation, please show original copyright as it appears in the book:

On a separate sheet, please suggest names of subject area specialists whose comments would assist us in evaluating your book. Provide full addresses, as well as telephone numbers and email addresses. Do not include names of dissertation advisors, committee members, departmental colleagues, or those closely associated with you or your manuscript.