

# Book Proposal for a Local History

Purpose

Audience

- educational level
- knowledge of Nashua

Topics covered (laundry list)

Organization (chronological? Subject area--education, politics, economy, etc.?)

Tone (conversational? academic? serious? humor when appropriate?)

Formats (print? PDF? Kindle?)

Production details

- Length
- Total number of photos, tables, charts, graphs, sidebars
- Front matter
  - Foreword? Acknowledgements? Credits? Dedication? Preface? TOC?
- Back matter
  - Glossary? Appendices? Index? Author bios?
- Page layout
  - page size
  - column width
  - typeface and size
- Type design (typeface, size, color, bold, italic)
  - main headings/chapter openings
  - subheads
  - body text
  - headers and footers
  - display quotes
  - sidebars
- Type and color of paper
- Print color
- Type of binding
- Covers

- Front
- Back
- Spine
- Illustrations (photos? Tables, graphs, charts? Drawings?)
- Method of reproduction

#### Required resources

- computer hardware
- computer software
  - for writing
  - for illustrations
  - for photos
  - for layout
  - for indexing

#### Deliverables (w/deadlines and person responsible)

- outline (= Table of Contents)
- annotated outline (for each chapter, list projected number of pages, illustrations, sidebars, tables. Also includes 1-2 sentences about each subsection)
- sample chapter
- first draft (to editor)
- first edit
- second draft (read by editor and community reviewers)
- copyedited draft
- proofread final draft
- first proof of layout
- corrections on first proof of layout
- final layout
- printed proof
- final printing