

# Instructions for Sourcebook Proposals

## *New Directions for Student Services*

Susan Robb Jones, Co-Editor

Sherry K. Watt, Co-Editor

\*Co-editors Susan R. Jones and Sherry K. Watt are interested in receiving proposals for potential issues editors that would publish starting with the 2016 volume year.

### General Overview

Jossey-Bass Publishers, Inc. publishes the *New Directions for Student Services Sourcebook Series* four times each year. As a commercial publisher, Jossey-Bass is committed to publishing high-quality materials on contemporary topics of interest to a wide and diverse market of consumers. *New Directions* sourcebooks are free-standing volumes, each of which is focused on a specific topic of broad interest and prepared by guest editors and authors. The sourcebooks are not journals and individual articles are not accepted.

Elizabeth Whitt and John Schuh provide the general editorial leadership for the series and are responsible for identifying topics and editors for sourcebooks and ensuring the quality of the work presented in them. Decisions about sourcebooks to be published are made once a year, and at least one year (usually more) in advance of the intended publication. Therefore, proposals should be submitted via electronic attachment to Susan R. Jones ([jones.1302@osu.edu](mailto:jones.1302@osu.edu)) or Sherry K. Watt ([sherry-watt@uiowa.edu](mailto:sherry-watt@uiowa.edu)) **no later than December 1** of each calendar year; decisions about proposals will be communicated no later than February 1.

### Proposal Preparation

Each proposal for a potential NDSS Sourcebook should include the following:

1. Title of the Sourcebook
2. Intended purposes
3. Need for the Sourcebook and the potential market for the publication beyond the annual subscribers to the Sourcebook series.
4. The names of the editor(s) of the proposed Sourcebook and a brief description of the following:
  - a) Knowledge about the topic addressed in the Sourcebook
  - b) Experience and expertise as editor(s).
5. A chapter-by-chapter outline and description of the Sourcebook. For each chapter, provide:
  - a) Title
  - b) Intended authors (this should include a description of their knowledge of the topic and experience writing for publication)
  - c) A paragraph describing the content of the chapter.
6. Contact information for all contributors: email address, phone number, and postal address.

The finished manuscript should be no more than 40,000 words/140 pages (total length, including, for example, table of contents, etc.); a manuscript page is about 250 words.

If a proposal is accepted, the guest editor(s) will receive contracts specifying production deadlines, copyright transfer agreements for editors and authors, and guidelines and expectations for sourcebook elements and formats. Editor and author guidelines also can be found at [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1536-0695/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1536-0695/homepage/ForAuthors.html). Series editors provide ongoing feedback during the development of the sourcebooks to ensure consistency and quality across the series.