



BDA Books Submission guidelines

BDA Books is currently expanding our publishing programme and accepting submissions.

Unless otherwise noted, please refer to these guidelines when submitting work to BDA Books. The quickest way to guarantee your work is rejected is to NOT follow the guidelines. If you want us to give full consideration to your work, please make sure you have read the guidelines and follow them.

BDA Books publishes non-fiction books for the general market in the field of law only and we only publish professional or reference texts in the field of law which are written by qualified legal practitioners who have been previously published.

We prefer to publish complete and previously unpublished works written in English where the author is the copyright-holder. In cases where we accept previously published materials, the title must be deemed to be out-of-print by the previous publisher and the publishing rights for your work have reverted to you.

We **DO NOT** accept non-fiction works where the author is not the copyright-holder. We cannot publish material for which you are not the copyright holder or, for out-of-print works, if the publishing rights for your work have not reverted to you.

As we are currently expanding our publishing programme, we are extremely selective in accepting works for publication, so only works of the highest level of originality and market appeal can be considered.

We only accept submissions that follow the submission guidelines. Submissions that do not follow the submission guidelines will be rejected.

We only accept proposals for finished works. We do not consider incomplete works or proposals for as yet unwritten works.

Our response time:

Due to the volume of submissions and other time commitments, it takes approximately six to eight weeks for submissions to be assessed, and it may be longer at certain times of the year. No acknowledgement of receipt will be sent. Assessment is made in order of receipt. You will be advised in writing when your submission has been assessed. If your submission is accepted, we will provide you with a contract to sign prior to proceeding any further with publication. Publication will not proceed until the contract is signed.

We recognize that an author will often query several literary agencies and publishing companies simultaneously. This is only fair, given the length of time it takes for most companies to evaluate an initial submission. However, once we begin to evaluate a complete manuscript or begin working with you to develop a work, we expect you to tell us if others are similarly engaged.

How and where to submit your manuscript:

If you decide to submit your proposal to BDA Books after reviewing ALL the information in our submission guidelines, your proposal should be submitted to:

For proposals submitted electronically, all information required by the Submissions Guidelines should be emailed to:

acquisitionseeditor@bdabooks.com.au

The subject line for emails to this email address must read “Book Proposal: [title of the submitted work] (Fiction/Non–Fiction)”. Vague, blank, or gimmicky subject lines may be deleted by our spam filters. Any email submission written in “chatspeak” will be deleted unread.

For proposals submitted by mail, all information required by the Submissions Guidelines should be mailed to:

The Acquisitions Editor
BDA Books
P.O. Box 988
GLEBE, NSW 2037

Please enclose the following with your proposal:

1. A covering letter that addresses the following:
 - (a) Your name and contact information and with a reference line “Book Proposal: [title of the submitted work] (Fiction/Non–Fiction)”.
 - (b) How you came to write the book.
 - (c) The market for your proposed book and how your proposed book fits in to the market.
 - (d) List similar books that are already in print and explain how your proposal differs from existing books in the market.
 - (e) How comparable books have sold in bookshops.
 - (f) List any additional markets in which your proposed book could sell, besides bookstores.
 - (g) How you would promote your book, including any of your relevant media or corporate contacts or other contacts that would help us in publicising and marketing your book.
2. A synopsis of your proposed book. For non–fiction works, the synopsis should be a chapter outline as a detailed table–of–contents for your work that briefly summarizes the content of each chapter. Initially, one four or five line paragraph describing each chapter is sufficient. Describe any illustrations, photographs, or charts that will be required.
3. Your current CV:
 - (a) Tell us about your writing experience (if any) and your credentials for writing your book.
 - (b) For non–fiction, publishers are especially concerned that the writers of non–fiction books be seen as credible authors by potential readers.

The following information MUST be included in your CV:

- (i) Legal education;
- (ii) Dates and jurisdictions of admission;
- (iii) Relevant experience/expertise in the subject matter; and
- (iv) Previous publication history in paying markets
(These items are **essential**.)

4. Three chapters (not necessarily consecutive) or at least 50 pages of your manuscript. (If your chapters are really short or really long, or you don't use chapter breaks, you may send the first 50 pages of your book.) The submitted text must be in standard manuscript format, which is as follows:
- (a) For paper submissions, the required chapters should be submitted on unbound white A4 paper.
 - (b) Have a Title Page. A generally accepted format for a title page has the title placed midway down the page in CAPITAL LETTERS and the author's name, address, phone number, e-mail address in bottom right-hand corner. Don't use fancy typefaces or typographical designs.
 - (c) Made up of consecutive pages and should end at the end of a paragraph, not in mid-sentence.
 - (d) Have margins of at least 1 inch all the way around.
 - (e) Double-spaced text with indented paragraphs in Courier or Times New Roman in 10 point or 12 point.
 - (f) Please use one side of the page only and do not justify the text.
 - (g) Do not bind the paper manuscript in any way, such as in a binder or stapled. However, the manuscript may be held together by ribbon or elastic band.
 - (h) Make sure the header of the manuscript includes either your name or the title of the book and the page number (on every page). All of your contact details (i.e. name, address, phone/fax number, e-mail address) should be clearly marked on the letter and on the front page of the manuscript.
5. For posted, submissions, a stamped, self-addressed envelope or POSTpak for the return of your material. If this is not supplied, your material will not be returned and it will be destroyed. We will post a letter containing our response AFTER it has been assessed, but if you also want your entire submission returned, please enclose a suitably-sized stamped self-addressed envelope — **submissions will not be returned unless return postage is enclosed**.
6. Please send only one proposal in each submission. If you have written a series, send a proposal for the first book only. If we like what we see, we'll ask for the rest.
7. For electronic submissions, the required material should be submitted as A4 sized word-processing documents (meaning that it can be printed on A4 paper) with no security that can be opened in Word 2003 or later.

Kind Regards



Belinda D'Alessandro