

Submitting a Complete Proposal to InterVarsity Press

Submit your proposal to InterVarsity Press only if you have had direct contact with one of our editors, are associated with a college or seminary, are a pastor or have previously published a book. All other manuscripts should be submitted to [The Writer's Edge](#) and [ChristianManuscriptSubmissions.com](#) for review by InterVarsity Press.

1. *A cover letter* (about two single-spaced pages) including:

- A concept statement.* In 50 to 100 words summarize what the problem or main issue is that your book will address, the subject and scope of your book, who you are writing for and what benefits it will offer readers.
- Your passion for the book.* Tell why you are passionate about the idea for your book, why your message is important, and how it will make a difference.
- Who the book is for.* Explain who the audience is, how you know those who are in your target audience and why your book will communicate effectively to them.
- The length of the book.* Estimate how many typewritten, double-spaced pages it will be or its projected word count.
- The schedule for the book.* If the book is not already completed, tell us when you think you would have the first complete draft ready to submit.

2. *A chapter-by-chapter summary.* Outlines are not helpful because they only list the topics to be covered and not what you intend to say about those topics. Instead provide one or two paragraphs summarizing each chapter.

3. *A review of competing/similar books.* List four to six recent books that are most similar to yours. List title, author, publisher, price and length for each. In a couple sentences explain how your book is different from each similar book.

4. *One or two sample chapters.* This will allow the editor to see how you write as well as give a sample of the level, tone and approach you will take. An introductory chapter and a representative chapter from the middle of the book are best.

5. *Biographical information.* Identify your background and what your credentials are for writing on this topic, including your education and experiences that contribute toward the writing of the book. Mention what you bring to the table that can help sell the book, such as well-known people that you know who could endorse the book, mailing lists you have access to, regular conferences you speak at, organizations who would participate in promoting the book or buying copies in bulk, and the like.

6. *An SASE.* If you want any of this material back, enclose a self-addressed, stamped envelope. (Never send the only copy of any materials.)

7. Please send to InterVarsity Press, P.O. Box 1400, Downers Grove, IL 60515-1426.