What we Publish

Part-Time Press serves a very targeted audience, college faculty who hold part-time, adjunct, full-time temporary and visiting appointments. We market our books to colleges and universities to use in professional development programs for temporary faculty, as well as to learning instruction offices, individual departments, and libraries. We also market and sell to individuals, but the bulk of our marketing and sales targets institutions.

Process

Part-Time Press operates under the philosophy that our authors are experts in their fields. As such, to leave authors time to concentrate on the work they are producing, we take your work and turn it into the best book possible. This means that your work will be edited, formatted, proofed, printed and marketed by the Part-Time Press staff. Your book will go through various stages:

Step 1. Project Proposal: This is the step during which you query us with your book idea, and we discuss whether or not the idea is a good fit for the Part-Time Press.

Step 2. Materials Presentation: At this stage, you may be asked to provide additional sample chapters or the entire finished manuscript, if possible. We will contact you when we have made a decision or if we need additional materials.

Step 3. Contract: At this point, we will offer you a contract, usually starting out with a generic contract and altering it if needed. If this is a collection by several authors, the lead author will ask each person to sign a permission form so that the piece may be included in the volume.

Step 4. Delivery of Manuscript: At a mutually agreed upon time, the authors delivers the manuscript according to guidelines which we will provide. We will ask for BOTH an electronic, as well as a printed version.

Step 5. Editing: The manuscript will be edited and changes/revisions may be requested.

Step 6. Author Changes: After editing, we will send the manuscript back

to the author to make certain that all edited changes are accurate and to make sure that the author agrees with them.

Step 7. Layout: The manuscript is typeset.

Step 8. Proofreading: The manuscript will be proofread by BOTH a proofreader, as well as the author. Necessary changes are made, and the layout adjustments are made.

Step 9. Printing: At this stage, the book is sent in electronic format to the printer. Printing generally takes 4-6 weeks.

Part-Time Press PROPOSAL SUBMISSION GUIDELINES

Read these guidelines closely!

General Submission Guidelines

1) We accept book proposals either by e-mail or regular post.

E-MAIL:
 All e-mailed book submissions must adhere to the following:

1) The e-mail must contain a subject head that reads "Part-Time Press - BOOK SUBMISSION."

2) The e-mail must have as an attachment the COMPLETE and FINISHED proposal in .DOC, or .RTF format. *Failure to include a complete, finished copy of the manuscript with your submission will cause your work to be immediately rejected with **no further correspondence forthcoming.***

3) The materials must follow the guidelines below.

4) Your e-mail must be in the form of a standard query letter, and include the following information:
• Brief description of the manuscript's subject.

- The audience.
- Your writing background.
- Your mailing address.
- Your e-mail address, if other than the return address on the query letter.

5) E-mail submissions must be sent to ---proposals @ part-timepress.com- -- (take out spaces)

REGULAR MAIL:
 All submissions sent by regular mail must adhere to the following:

1) Your package must contain a self-addressed mailer with the correct return mail postage already applied, including International Reply Coupons if you are mailing a submission from outside the United States. If you do not include a self-addressed mailer with the correct return mail postage, your materials WILL NOT BE RETURNED TO YOU. Do NOT expect us to attach postage for you or re-use your original mailer. *Note: On your return label, use STAMPS, not metered postage!*

2) Your package must contain a proposal, 2-3 sample chapters, table of contents, and an analysis of the book's competition (how is YOUR book going to be different from similar books already in print?). *Failure to include sample chapters will cause your work to be immediately rejected with no further correspondence forthcoming*. The materials must be on a CD.

3) The manuscript must follow the guidelines we have stated.

4) You must include with your package a standard query letter, and include the following information:
- Brief description of the manuscript's subject (non-fiction) or a brief synopsis of the story (fiction).
- The audience.
- Your writing background.
- Your mailing address.
- An e-mail address where we can contact you if we are interested in your work.

5) Postal submissions must be sent to the following address:

Part-Time Press
P.O. Box 130117
Ann Arbor, MI 48113-0117

Note: Never mail the only copy you have of your manuscript to anyone, mail can get lost.

Notes on the above:

1) DO NOT ask us to visit a website to view your work. All submissions asking us to view your work in any way other than what we have specified above will be ***ignored.*** We do not have the time to visit every author's website.

2) Follow the above guidelines *exactly*. All submissions that do not follow the above guidelines will be *immediately rejected*.

Format and Style Guidelines

1) The finished manuscript must be double-spaced, 12 point font, Times New Roman, Courier New or Ariel, with paragraphs indented by tabs.

2) Each page should be numbered with author's name and title of book added.

3) Please use either .DOC or .RTF for your submissions.

4) The first page at the top of your manuscript must contain the following information in this format:

Name
Street Address
City, State and ZIP
Phone and/or e-mail

Word Count = Approx. xxx,000

 TITLE OF MANUSCRIPT

(Subtitle Of Manuscript)
(C) 2005 BY
YOUR NAME

 Body of Manuscript Starts Here

5) The body of your manuscript should be double spaced

6) Do NOT use "curly quotes." Use regular quotes. The reason is because "curly quotes" often do not present correctly in many electronic formats, such as HTML.

7) Do not use underline to draw attention to a word.

8) DO present a professional manuscript, following the Chicago Manual of Style whenever possible.

9) Following common typographer's conventions for electronic publications, you MAY use " - " to substitute for em-dashes. That's space-dash-space to indicate an em-dash. It is faster to type, and on a computer screen, is often easier for people to read.

We look forward to receiving your work - but please make sure to follow the above guidelines.

Thank you!