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Author Guidelines

Contemporary Social Issues

Book Series of the Society for the Psychological Study of Social Issues (SPSSI)

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Since its founding in 1936, the Society for the Psychological Study of Social Issues (SPSSI) has addressed the social issues of the times. Central to these efforts has been the Lewinian tradition of action-oriented research, in which psychological theories and methods guide research and action addressed to important societal problems.

Contemporary Social Issues is SPSSI's official book series, published by Cambridge University Press. Grounded in their authors' programs of research, works in this series focus on social issues facing individuals, groups, communities, and/or society at large, with each volume written to speak to scholars, students, practitioners, and policymakers.

Prospective authors are encouraged to contact the Series Editor to discuss ideas. Most works are sole or co-authored books (averaging around 80,000 words in length), although there is also room in the series for high-level research works that appeal to a predominately scholarly audience, such as monographs and edited volumes.

A complete prospectus should contain the following elements:

- The proposed **title** of the book.
- A description of its **rationale**, scope, and unique selling points; and how it makes a significant and original contribution to the literature.
- A breakdown of the detailed **content** (chapter descriptions/abstracts, table of contents or digital specification) and proposed length.
- A description of the **intended readership/users**.
- Details of the **book type**, including the level and type of illustration required, text and pedagogical features, and any digital functionality.
- Relevant credentials and information **about the authors/editors**.
- An explanation of how it relates to **other publications** on the topic that have been published recently, whether by Cambridge or by other publishers.
- **Timeframe** with intended completion date.

Details on each of these elements and series publication procedures are provided below:

Title

The choice of title is very important. The title defines the subject area, the level at which you will write, and the relationship of this book to others in this area. It will appear in catalogues and publicity listings, and in bibliographies and reference lists; and it may be the only indication of content, of crucial importance to librarians, booksellers, and other institutional customers. The title should therefore be given careful thought and should be as informative and descriptive as is compatible with a bold

statement. If you are offered a contract, your Press editor will expect to work with you on the final wording for the title.

Rationale

It may be that we have asked you to write; it may be that the impetus has come from your students or your colleagues; perhaps you yourself have felt the need for a book on the subject for your own work. You may have other reasons. Please tell us why this is a good topic for you to write on at this time, and why you feel motivated to write a book now.

Content

We need to know as much as possible about the proposed structure and contents of the book. The subject area and the way you will present the topics should be stated clearly. Any scheme you draw up at this stage will inevitably change as writing proceeds and your book grows and develops, but the more detailed your initial presentation, the better. As you prepare your outline, you may find it useful to consider these questions:

- Why does a book need to be written on your proposed topic?
- What themes, concepts, and ideas will you develop?
- How will the book be structured? Please give a list of chapters and a paragraph or two describing the content of each. If you have already prepared one or more sample chapters, we may ask to see these.
- How long, in words or printed pages, do you expect the finished book to be?
- Will the book be illustrated by line drawings, photographs, graphs, or in any other way? Will any of this material need to be in colour?

Readership

Please tell us about the readership you expect to reach with the book. Is the book primarily for:

- a) academic specialists, practitioners, or professionals in your field
- b) undergraduates, whether for course or reference usage
- c) advanced and/or graduate students
- d) a range of scholars or professionals in disciplines other than your own?

Book type

Which of the following categories best describes your book?

- a) Coursebooks/books for discretionary individual purchase, stemming from the authors' programs of research and focusing on social issues facing individuals, groups, communities, and/or society at large.
- b) Monograph: works of original scholarly research, engaging with other relevant primary and secondary literature and pushing forward disciplines into new areas of enquiry.
- c) Niche Textbook: written to be one of several books used in a course and/or intended to cross over for use in multiple courses. Please indicate the appropriate course(s).

About the authors/editors

Please give a brief account of each author or editor's present academic position or professional affiliation, with a list of any recent publications and any other information you think might help us. If the book is an edited volume, please also provide the names and affiliations of each contributor, together with an indication whether or not they have agreed to contribute to the volume, at least in principle.

Other publications

How does your book differ from other books in the area, whether by Cambridge or by other publishers? What unique features or focus does your book have? What is the existing competition for your book? Please give us details of the most relevant titles, indicating their relative strengths and weaknesses.

Timeframe for completion

Please give us an estimated schedule for completing your book project, bearing in mind the time necessary for preparing any artwork. We understand that you will probably have to fit your writing around other professional commitment, so please be realistic about how long it is likely to take you to finish your book.

Multi-author or edited works

Edited works should be thorough and structured reviews of a major subject, in which both the chapter topics and the contributors have been carefully selected by the volume editor(s) to ensure that the resulting book is as comprehensive, coherent, and integrated a treatment of that subject as possible. Cambridge does not publish conference proceedings per se, and if you are proposing to edit a book based on an academic meeting or workshop, then it is essential that the chapters are written expressly for the book and are not transcriptions of presentations, that you have selected only the best contributions from the meeting, and that you have, if necessary, supplemented these with specially commissioned chapters to ensure that the book is fully rounded and cohesive.

For all edited works, please give us the contributors' names and affiliations, chapter titles, and short abstracts of each chapter in the order in which they will appear in the book. Have all the contributors been approached and/or agreed at least in principle that they will contribute? Tell us how and why you have selected the topics and contributors for the chapters and how they fit together. How will you as editor ensure that the resulting chapters are of a consistent standard and level? Please also indicate a timetable for contributors to submit first drafts to you, and an estimate of when you think the volume will be in final form and ready to send to the Press.

Procedure

The Series Editor and the Commissioning Editor at Cambridge University Press will solicit external peer reviews once a prospectus and sample chapter (or in some cases several chapters) have been developed. Following positive review results, the Editors will accept successful proposals for inclusion in the *Contemporary Social Issues* series. The Series Editor reads and approves the final manuscript. After production, Cambridge University Press will promote the work globally through booksellers, libraries, academic journals and conferences, and a digital marketing campaign for the series.