ATE Publication Proposal Form Submission Guidelines

Process
The complete proposal should be submitted electronically as a MSWord document (.doc or .docx and double-spaced, size 12 font, one-inch margins, APA – 7th Edition) to the chair of ATE's Professional Publications Committee (PPC). The PPC will review the proposal and make a recommendation to the ATE Board of Directors regarding publication. ATE's Board meets quarterly on the second Tuesday of February, May, July, and November. Please plan to submit your proposal to the PPC a minimum of 8 weeks prior to the month you would like the Board to make a decision on your proposal. If the PPC's recommendation is approved by ATE's Board, the Primary Contact noted below will be connected with ATE's publisher.

Primary Contact Information
Name:
Mailing Address:
Telephone:
Email:

Required Elements:

1. The type of publication you are proposing to write and the intended audience.

2. A rationale for ATE to support the publication of your work.

3. Your group, the members of your group, and their associations with ATE (as a group and individually); authors' associations with other organizations involved in this research and/or publication; attach an abbreviated curriculum vita for each author (limit c.v. to two pages per author).

4. The proposed title of your publication.

5. The subject matter, the scope, and intended purpose of your publication.

6. The table of contents with brief summaries and identification of authors for each chapter.

7. The anticipated length of each chapter and the full publication.

8. The proposed submission timeline and anticipated completion date.

9. Briefly describe any photographs, illustrations, maps, appendix, index, etc. that will be included in the publication.

10. Please confirm that you have obtained written permissions to use any material that may be copyrighted (illustrations, lengthy quotations from scholarly works, quotations from fiction, poetry, etc.).

Please attach the following:

1. A completed introduction to the text.

2. A completed sample chapter.

3. A list of competing texts.