Stage 1: Proposal and letter of intent
Prospective authors or editors should submit a **book proposal** containing at least the following information:

1. Title of the book
2. Description of the topic (illustrated with examples, diagrams, etc. where appropriate)
3. Contribution made to current debate in second and foreign language education
4. Relevance to the areas of study stated in the scope of the book series
5. Proposed structure of the book and rationale for that structure
6. Brief narrative CV of authors and editors (unless available to the publisher)
7. Description of target audience / proposed market
8. List of competitor publications (please indicate publisher and price if possible)
9. Approximate length (manuscripts containing 250–350 pages are preferred).

Depending on the type of manuscript, the following documents should moreover be provided:

**Dissertations**: The manuscript itself and the supervisors’ reports (if available).

**Monographs**: A summary of the central research questions addressed and the answers given (if not provided in 2. or 3. above).

**Edited works**: Abstracts for all contributions.

The proposal should comprise approximately 10 pages and should be submitted by email either to the series editor or to De Gruyter Mouton (for contact details, see below). Your proposal will be reviewed by a series editor or external reviewer. In case of positive evaluation De Gruyter Mouton will send you a **letter of intent** stating the publisher’s interest in receiving a full draft manuscript. You may also receive suggestions concerning the content and structure of the manuscript.

In consultation with your De Gruyter Mouton editor you will choose a **mode of production**, i.e. (i) data conversion or (ii) camera-ready copy preparation. The relevant **style sheets** will be sent to you.

Stage 2: Review and revision
When your manuscript is ready for **review**, submit two copies (single sided, unbound) as well as a digital version of your text to De Gruyter Mouton. The manuscript will be reviewed by an expert. On the basis of the reviewer’s report, the editors will make a decision of acceptance or rejection. The reviewer’s comments will be forwarded to you. In case of acceptance you will also receive suggestions for potential improvements made by the series editors.

Authors and editors are responsible for ensuring that the manuscript is written in **professional scientific English**. If need be, a proof-reader should be consulted.

The **revised version** of the manuscript should be sent to De Gruyter Mouton with an overview of the changes made in reaction to the reviewer’s and editor’s comments. In case of approval the series editors will recommend the manuscript for publication to the publisher.

Stage 3: Production
You will be asked to fill in an **author’s questionnaire** providing content and marketing information. De Gruyter Mouton will calculate the production costs of the book and present the project to the directors of its parent company, De Gruyter. In case of acceptance De Gruyter Mouton will issue a contract.

The **production process** will be carried out in close cooperation with your production editor. If you prepare a camera ready copy, you will be asked to send sample pages to your production editor. If your book is produced as data conversion, you will receive first and second proofs for checking. **Indices** are prepared by authors. Guidelines for index preparation will be provided by De Gruyter Mouton.

**Summary of procedure**

- proposal ▶ letter of intent ▶ submission of manuscript ▶ reviewing ▶ revisions ▶ contract ▶ production ▶ index ▶ publication

**Contact information**

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<th>Editors</th>
<th>The Publisher</th>
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