



Cheng & Tsui Company

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MANUSCRIPT SUBMISSION GUIDELINES

Cheng & Tsui Company is a Boston-based publisher and distributor of Asian language-learning materials, literature in translation, social science topics, computer software, and other products that introduce Asian languages and cultures to the English-speaking world. We welcome submissions of all suitable manuscripts to the Acquisitions Department at the address above.

All submissions must be Asia-related and educational in nature.

When submitting a manuscript or sample, please include the following components:

- A detailed table of contents.
- A synopsis of the proposed book.
- A description of the targeted audience. For textbook material, include information about courses in which the book might be adopted, as well as potential non-academic audiences.
- A list of recently published competing or similar works (include title, edition, and publication date), and a discussion of what makes your manuscript unique and/or superior to competing or similar works. Why is there a need for this book, and how will your audience benefit from it?
- A one-paragraph summary about you and your credentials for writing this book (including past publications and related research)
- An up-to-date version of your curriculum vitae or resume.
- *If the entire manuscript is not submitted:* While we prefer receiving a complete manuscript, even in rough draft form, we accept works in progress with at least three sample chapters. Please outline your timeline for completing the book, whether it is a single volume or multi-volume series, the approximate number of pages for each volume, the general appearance, and any visual elements (photographs, charts, graphs, illustrations, etc.) you plan to include.

Please use the following guidelines to format your manuscript:

- Use standard white 8 ½" x 11" paper.
- Double space and type all text.
- Leave pages unbound, unclipped, and unstapled.

- Number all pages in sequence from first to last.
- Print text on one side of the paper only.
- We encourage you to send us your manuscript on CD-ROM. Unless your manuscript is computer software or audio, we do require a **hard copy** to be sent in the mail (not by email). If you are sending a sample that is only a few pages long, you may submit it by email to acquisitions@cheng-tsui.com.
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While we are unable to acknowledge receipt of manuscripts, if you send your manuscript with a return receipt request, the post office will notify you when your manuscript has arrived.

Please note that due to the volume of submissions we receive, it may take us as long as several months to review your manuscript. We consider every proposal and manuscript carefully, and we appreciate your patience during the process.

Materials you submit will not be returned to you; please keep a copy for your records.

Thank you for your interest in Cheng & Tsui Company. We look forward to reading your material.