

# HAWKER BROWNLOW EDUCATION SUBMISSION GUIDELINES

## SUBMITTING A PROPOSAL TO HAWKER BROWNLOW EDUCATION

Thank you for your interest in publishing with us. Please review the following document carefully, and then email your completed proposal (see Guidelines for Proposal Submission for requirements) to the following address: [editorial@hbe.com.au](mailto:editorial@hbe.com.au)

## CURRENT PUBLISHING NEEDS

Hawker Brownlow Education is a Melbourne-based educational publisher established in 1985, committed to producing materials that best equip teaching professionals to help the students they serve. Over the last 30 years, we have built a reputation for quality and innovation, and a list that includes a myriad of practical resources, professional reading, multimedia kits and more.

In January 2019, Hawker Brownlow Education was officially acquired by Solution Tree, an educational publisher based in Bloomington, Indiana, marking the start of a bold new era of innovation for the company. In this capacity, Hawker Brownlow Education is actively seeking out new voices to publish within the Australasian market.

For further information on Hawker Brownlow Education, visit the [About Us](#) page on our website.

## GUIDELINES FOR PROPOSAL SUBMISSION

To become an author with Hawker Brownlow Education, we ask that you do two things:

1. Familiarise yourself with the materials we currently publish in your area of expertise,
2. Ask yourself the following questions about your manuscript:
  - a. Does it fit within our current catalogue? How?
  - b. Does it speak to the same audience?
  - c. Is it supported by current research or classroom-based testing?

If the answer to these questions is yes, then we would like to hear from you! To submit your proposal, please provide the following materials to our [Editorial Department](#):

- A completed [Submission Form](#)
- Current résumés or curriculum vitae for each contributing author
- Either:
  - A completed, unpublished manuscript (formatted as 12-point Calibri, double spaced, with author name[s] and page number in each footer)
  - A detailed outline or annotated table of contents (one paragraph describing each chapter) and two or more completed chapters that best represent what is unique and valuable about your manuscript

We will only consider your proposal if your materials meet our publishing requirements, and so it is vital that you carefully and thoroughly complete the provided Submission Form. Please note that we will pay particular attention to your comments and analyses of market potential and competition.



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## REQUIREMENTS FOR SUBMISSION

- Provide your manuscript as a Word document (.doc or .docx format) that does not exceed 3 MB.
- Include complete references with corresponding in-text citations (Harvard [Author-Date] style referencing is preferred).
- Ensure that your manuscript has been thoroughly spell-checked and proofread. Unclear, disorganised and poorly formatted manuscripts will not be considered for publication.
- We prefer our materials to be tested thoroughly in a real-world context, by the author and by as many other teachers as possible. Manuscripts that meet this condition are more likely to be accepted for publication, and so we strongly encourage you to undertake any relevant testing.
- Simultaneous submissions are discouraged. If you have multiple works to propose, select a single text for your initial submission (for instance, the first book of a series or similar). You may then indicate in your Submission Form that you have additional proposals available upon request.

## OUR GUIDELINES FOR MANUSCRIPT EVALUATION

In reviewing your proposal and manuscript, our editorial team consider the following criteria:

1. **Is it research based?**  
Is your manuscript grounded in up-to-date, relevant research? Is this research cited clearly within the manuscript?
2. **Is it practical?**  
Does your manuscript specify clear, direct actions that will solve readers' problems efficiently? Is it organised well? Can readers understand and apply its principles without additional training or interpretation?
3. **Is it marketable?**  
Is there demand for this manuscript? Will it attract a broad audience? Does it have the potential to be supported through events, on-site professional development, digital content and other resources?
4. **Does the author have experience with the subject in the field?**  
Have you or any co-authors published works on the same topic, or do you have firsthand experience as practitioners or researchers in the field your manuscript addresses? What other experience qualifies you as an authority on this topic?
5. **Does the author respond to editorial advice and direction?**  
If we ask for a revised manuscript, we will examine how thoroughly and professionally you address the editorial suggestions.

## EVALUATION TIMEFRAME AND RETURN OF MATERIALS

We cannot stipulate how long it will take us to consider your proposal. In addition, we cannot be held responsible for any unsolicited material, nor can we return it. Please remember to retain copies of all your original work.

## FURTHER QUESTIONS

If you have any questions regarding the submission of your manuscript that are not addressed in this document, please do not hesitate to contact our Editorial Department at [editorial@hbe.com.au](mailto:editorial@hbe.com.au).

We appreciate your interest in publishing with Hawker Brownlow Education and we look forward to receiving your submission.



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