



Book Publishing Frequently Asked Questions

▶ What is the process for proposal review by NAEA's Professional Materials Committee and the Routledge Editorial Review Board?

NAEA now partners with [Routledge](#) for the publication of our books. When your book proposal is submitted for consideration, it will first be reviewed by NAEA's Professional Materials Committee (PMC). If the PMC approves your proposal, it will then move on to be reviewed by the Routledge Editorial Review Board for a second round of review.

NAEA's Professional Materials Committee (PMC) is composed of a cross-section of NAEA members who represent different areas of expertise, grade levels, and other arts fields. Three to five committee members blind-review and score your completed proposal based on a rubric that covers contents, appropriateness, and marketability in relation to perceived value for the field and the Association.

▶ After my book proposal is submitted, when can I expect to receive confirmation on whether my proposal has been accepted for co-publication?

Your proposal should move through the NAEA PMC and Routledge Editorial Review Board review process within 12 to 14 weeks. Once the reviews are completed, you will be notified of the decision via email by the NAEA Director of Publications.

▶ If my proposal is accepted, what is the timeframe of the publishing process once I submit my final manuscript?

The length of this process can vary, but the normal process could take approximately 6–12 months.

▶ What kind of market analysis must I provide in my book proposal package?

Successful proposals accurately articulate why the material is a needed resource for arts educators. It is important to describe your intended audience, the significance of your work to the field of art education, and how this relates to existing literature from other publishers.

▶ If my proposal acceptance is *conditional* on resubmission to address reviewer concerns, how much time do I have to submit a revised proposal?

You may be asked to revise your original submission to address PMC or Routledge reviewer suggestions or concerns. If you decide to do so, the revised proposal should be submitted within 6 weeks of official notification from the NAEA Publications Manager.

▶ If my proposal is *accepted* as submitted, or with minor comments to address, how much time do I have to submit my complete manuscript?

The expected timeframe for submitting the completed manuscript is 6 months from the time of acceptance. Adjustments to the schedule are made in conjunction with the NAEA Publications Manager who will communicate changes to the Routledge Commissioning Editor.

▶ **Once my completed manuscript is submitted for production, what are the next steps?**

Once your final manuscript and all files, images, and permissions have been submitted to Routledge, you will receive updates on the timeline from the Routledge Commissioning Editor or NAEA Publications Manager. You will be alerted to scheduled deadlines for each phase.

▶ **How are decisions made about the book cover and design process?**

You will work with the Routledge Commissioning Editor to determine cover designs.

▶ **What do I need to know about images, permissions, and copyrights?**

Your images need to be large and clear enough for print quality, and you will provide all permissions as required. Often images from museums or galleries require permission from more than one institution, and any related costs, or required copies, are the responsibility of the author. For more information, please [click here](#).

▶ **Who is my main point of contact during this process?**

The NAEA Director of Publications, Jamie Klinger-Krebs, is your main point of contact throughout this process. You can reach Jamie via email at jklingerkrebs@arteducators.org.

▶ **Do I receive compensation of any kind?**

Authors do not receive payment or royalties under the NAEA–Routledge co-publication partnership. All royalties received by NAEA from Routledge are utilized to support the needs of NAEA members. However, all editors and single book authors will receive complimentary copies of their publication.

▶ **How does NAEA and Routledge market my book after it's published?**

NAEA and Routledge support new book sales through online and print advertising, mass email, social media, and published reviews. Books are sold via the Routledge website, as well as NAEA's online store. Books are sometimes marketed to other arts- and education-related organizations and review copies are provided upon request. As an author, you are an important part of this marketing, and you will receive marketing text and cover images to share and to post on your social media channels.