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Our target markets include scientists and scholars; policymakers; UN, regional and other national officials; economic and social leaders; international agencies and organizations; and local communities and groups. We publish and distribute print documents and electronic content to all parts of the world, regardless of readers' circumstances.

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In submitting a proposal, please provide the following information:

1. Provisional title
2. Contents list
3. Names of authors or editors with brief biographies
4. Contributors list (for edited volumes)
5. Introduction or other sample chapter
6. Expected length of manuscript and completion date
7. Brief overview of the material, including the following:

- a. What are the key ideas or themes of this work?
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- c. What will readers gain from this book?
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Proposals can be submitted using the "Proposal submission form" (downloadable from www.unu.edu/unupress) or can be submitted as Word documents addressing all of the above points. Submitting sample chapters along with proposals is encouraged. Acknowledgement of a proposal is usually sent within a few working days. A considered response will normally take two to three weeks.

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UNU Press uses *The Chicago Manual of Style* (15th edition) and the *Concise Oxford English Dictionary* (11th edition, 2004) as its guides for all matters of style and spelling. Please see below some of the main elements to be followed:

Format: Prepare manuscripts in Times New Roman, 12-point. Main text should be single-spaced with one space between paragraphs.

Spelling: Follow spelling as given in the *Concise Oxford English Dictionary*. If more than one spelling is given, use the first form listed.

Punctuation: Enclose quoted matter using double quotation marks; use single quotation marks for a quotation within a quote. Punctuation should follow closing quotation marks, except for grammatically complete sentences beginning with a capital. Question marks and exclamation marks can appear inside or outside of the quotation marks depending on whether they belong to the quoted material. Do not use a serial comma in lists of three or more items [*a, b and c*]. A one-point space should be left after commas and periods.

Numbers: For non-technical uses, spell out whole numbers from one to nine. Should a sentence have figures of 10 or above, use Arabic numerals throughout for consistency.

Dates: Dates should be presented in the order of day, month, year, without internal punctuation.

References: Follow the author–date (Harvard) reference system. Please consult *The Chicago Manual of Style* or numerous online sources for examples. Notes should appear as endnotes, at the end of each chapter, with Arabic numbering.

Artwork: All artwork must be 'press-ready', that is suitable for printing. Artwork must also be converted to gray-scale unless permission has been received to provide colour illustrations.

Permissions: If copyrighted images or text appear in the manuscript, please ensure that permission is sought from the copyright holders. Any associated fees will be the responsibility of the authors/editors.

Contact

For more information about publishing with UNU Press or to submit a proposal, please contact Naomi Cowan (United Nations University Press, 5-53-70 Jingumae, Shibuya-ku, Tokyo, Japan 150-8925, Tel.: +81 (0)3 5467-1232 (direct) / Fax: +81 (0)3 3406-7345 / cowan@unu.edu / www.unu.edu/unupress).