TIMELINE / DEADLINES

S. No.	Activity	Deadline
1	Circulation of the SOPs and relevant information	November 01, 2013
2	Receipt of book proposals	November 30, 2013
3	Review and revision of book proposals	January 31, 2014
4	Invitation for writing / editing the books	February 06, 2014
5	Receipt of complete book draft	August 30, 2014
6	Receipt of corrected proof	December 31, 2014
7	Posting of books, in pdf format, on the university web	January 30, 2015
8	Printing and distribution	April 30, 2015

STANDARD OPERATING PROCEDURES (SOPs)

1. The information for submission of proposals for books will be circulated to the constituent departments.
2. Both books and practical manuals will be published under the project.
3. An editorial office of the project will be developed in the Department of Agronomy, UAF.
4. The editor(s) / authors will submit their proposals to the editorial office.
5. One editor should be a UAF faculty member; other editor(s) may be from national and overseas organizations.
6. Editor(s) will invite the scientists / experts from UAF and other local and overseas, public and private organizations.
7. These initial proposals will be reviewed by the PI / Co-PI, and if necessary by a review committee constituted by the PI / Co-PI.
8. The PI and the Co-PI will be managing editor and co-managing editor, respectively of each published book under the project.
9. Best book proposals will be submitted to international publishers of good repute for potential publication.
10. The editor(s) will be communicated the decision and if the proposal is acceptable, the editor(s) will be formally asked for writing the book(s).
11. The editor(s) will make the final editing of the book, strictly following the instructions, and submit the book material to the editorial office.
12. The number of pages for each book will not be less 200 and will not exceed 350 printed pages.
13. The editorial office will make necessary arrangements for the preparation of galley proof and will send them back to the editor(s) for thorough editing / checking.
14. The final version of each book will be posted at the University web in pdf format.
15. The final version will be printed at the University press.
16. Published books will be distributed / marketed by the Endowment Fund Secretariat.
17. A committee constituted by the PI will propose the honorarium for the editor(s), and the price of each published book.
18. Editor(s) of each book will receive three complimentary copies of the respective book; whereas corresponding author of each book chapter will receive one complimentary copy of the respective book;
19. Income from the sale of books will be shared by UAF and EFS as 20:80, respectively.

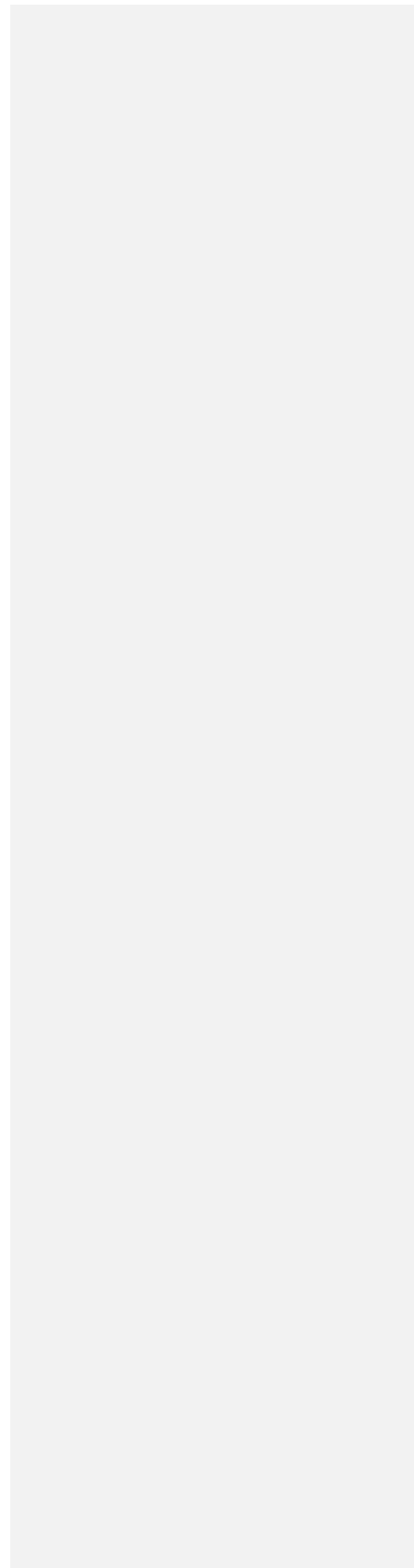**Sample Book Proposal**

BOOK TITLE

Editor(s)

NAME(S)
Affiliation

Background and justification

Briefly introduce the subject and contents of the book.

Highlight how the proposed book is different from the books available in the market on the subject.

Identify the target readers and briefly describe the marketability of the proposed book.

Part 1: Title of the section / part

1. Conservation Agriculture: Concepts, Brief History and Impacts on Agricultural Systems

*Muhammad Farooq[1,2], Kadambot H.M. Siddique[2] and Rattan Lal[3]
[1]Department of Agronomy, University of Agriculture, Faisalabad, Pakistan
[2]The UWA Institute of Agriculture, The University of Western Australia, Crawley WA 6009, Australia
[3]School of Environment & Natural Resources, The Ohio State University, Columbus, OH 43210, USA.
*Corresponding author's email: faroogcp@gmail.com

Comment [NC1]: Chapter No.

Comment [NC2]: Chapter title