**PROJECT EVALUATION FORM**

**UGA Press Publishing Services**

This form will gather basic information so that we can have a more informed discussion about your project. You do not need to provide answers to every question, and answers you provide will not dictate how your project is eventually published. Please type your answers next to each question, add breaks between questions, and return by email to Melissa Buchanan, melissa.buchanan@uga.edu. Thank you.

**Name:**

**Title:**

**Institution:**

**Email:**

**Phone:**

**Project description**

Please provide a brief description of your project:

Approximately how long will your project be? Please give word count if possible. If word count is unknown, please provide number of manuscript pages.

How many images, maps, tables, or other illustrations will it have?

Will it have color in the interior? Will the color be in one section only or throughout the interior?

Will it contain complex character sets, such as math or languages that use non-

Roman alphabets or characters?

**Formats**

Do you think your project should be available in print and digital formats?

For print, do you prefer hardcover or paperback?

How many copies do you expect to print?

What trim size do you imagine your book will be (for reference, 5.5 x 8.5 in. and 6 x 9 in. are common trim sizes for books, but illustrated color books are often larger)?

Are there any special aspects to your content that may impact the format?

**Institutional partner**

Do you have an institutional partner to serve as publisher, such as a department, research institution, or library at your university?

What institutional ties does your project have?

Do you plan on having your project peer reviewed—if so, describe?

Do you have any funding for your project?

**Audience and dissemination**

What are the primary and secondary audiences for your book?

Would you like for your project to be open access?

**Editorial, design, and production services—please indicate which you may need with a yes, no, or unsure.**

Developmental editing:

Cover design:

Unique interior design (as opposed to a more standard design):

Copyediting:

Composition and interior layout:

Proofreading:

Printing:

Indexing:

Other:

**Marketing, sales, and distribution services—please indicate which you may need with a yes, no, or unsure.**

Print warehousing:

Print order fulfillment and sales:

Digital order fulfillment and sales:

Other:

**Copyright, intellectual property, and other advising—please indicate which you may need with a yes, no, or unsure.**

Help with financial and business planning?

Help settling on an overall publishing strategy?

Help with contractual issues?

Copyright or open access licensing consulting?