

DE LA SALLE UNIVERSITY PUBLISHING HOUSE
SUBMISSION GUIDELINES FOR AUTHORS

For all projects, the Publishing House requires that authors send an initial query letter describing their manuscripts. Do not send full manuscripts unless asked to do so by the Publisher or Associate Publisher. Please address the following points in your letter/proposal:

1. Begin with a description of the issue, problem, or subject your manuscript addresses. Why is this an important topic?
2. Document the need for a book on this topic or in this area. Why should your manuscript be published? How does it differ from other works on the subject?
3. Define your purpose and audience. Why will people want to buy this book?
4. Describe your work's scope and contents. Please append a contents page. What unique features characterize your treatment of the topic?
5. What is the estimated page length or word count of your manuscript? Do you intend to include illustrations? If so, how many do you intend to include?
6. Are there scheduling priorities involved with the publication of this work, for instance, an event or exhibit anticipated to coincide with its release?

If you have questions regarding editorial procedures and query letters regarding the humanities, the social sciences, as well as business and economics, please e-mail David Jonathan Y. Bayot at david.bayot@dlsu.edu.ph; regarding the natural and engineering sciences and information technology, please email Jose Isagani B. Janairo at jose.isagani.janairo@dlsu.edu.ph.