

# **CSAAR: ARABIC TRANSLATION PROGRAM**

## **HOW TO PREPARE A BOOK TRANSLATION PROPOSAL**

CSAAR welcomes inquiries by potential authors. We are interested in book translation proposals in the field of architecture and the built environment in general.

To prepare a book translation proposal, please adhere to the following format:

### **I. TITLE PAGE**

- a) Title of the book, author(s) or editor(s), publisher, publisher, and year of publication.
- b) Name of Translator(s), affiliation.
- c) Contact person (include addresses, phone numbers, and e-mail addresses).

### **II. INTRODUCTION**

- a) Briefly describe the area of the book (textbook, reading, theory, history, etc.).
- b) Identify intended audiences (for whom is the book intended; the lay public, professionals, students, etc).
- c) If a textbook, in which course(s) this book can be used.
- d) Proposed book title (Arabic).

### **III. BOOK CONTENT**

Highlight organization of book. Attach as "Appendix A" a tentative table of contents of the book, including chapter titles and contributing authors (where appropriate). Also, include 1-2 sample chapters as part of this Appendix. Ideally, about one-fourth of the work should be submitted, but the chapters need not be in sequence.

### **IV. OPERATIONAL PLAN**

Indicate time schedule for completion of the translation.

- a) When do you expect to start the book-translation?
- b) When do you expect to have your translation completed?
- c) What portion of the material is now complete?

### **V. COMPETITION**

- a) Similar published books (title, author(s), publisher, year of publication for each book)
- b) Is there any previous Arabic translation of this book or an earlier edition?
- c) Please list previous translation of this book or similar books (title, author(s), publisher, year of publication for each book)

### **VI. TRANSLATOR(S) BACKGROUND**

Please indicate your familiarity with the subject of the book to be translated. Summarize your education, publication and professional experiences that facilitate the translation of the book. Attach as "Appendix B" all relevant vitae.

**Note:** Sections II through VI should not exceed a total of five (4) pages, **excluding appendices.**

Good luck, and we look forward to receiving your proposal.