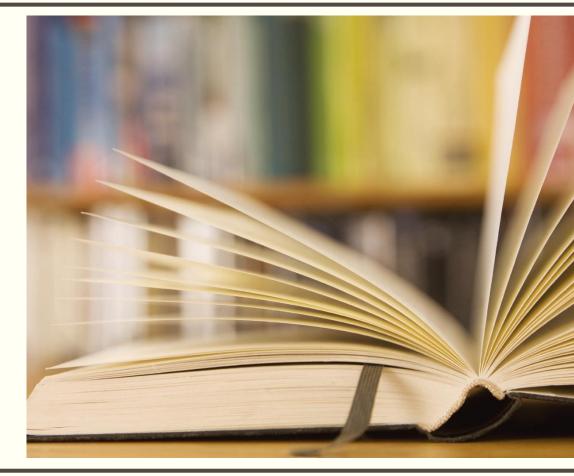# WRITING A BOOK FOR THE FIRST TIME: A FEW THINGS TO CONSIDER

GSU Professional Development Day
August 18, 2021

Giesela Grumbach
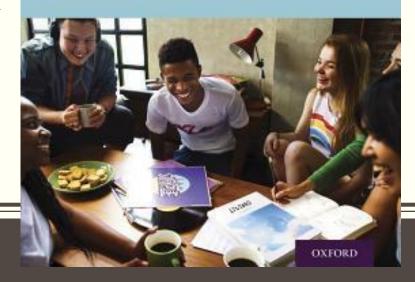
CRITICAL SERVICE LEARNING TOOLKIT

Social Work Strategies for Promoting Healthy Youth Development

ANNETTE JOHNSON,
CASSANDRA McKAY-JACKSON,
AND GIESELA GRUMBACH

OXFORD

2018

Proof Only

SPRINGER PUBLISHING

SCHOOL SOCIAL WORK

A Skills-Based Competency Approach

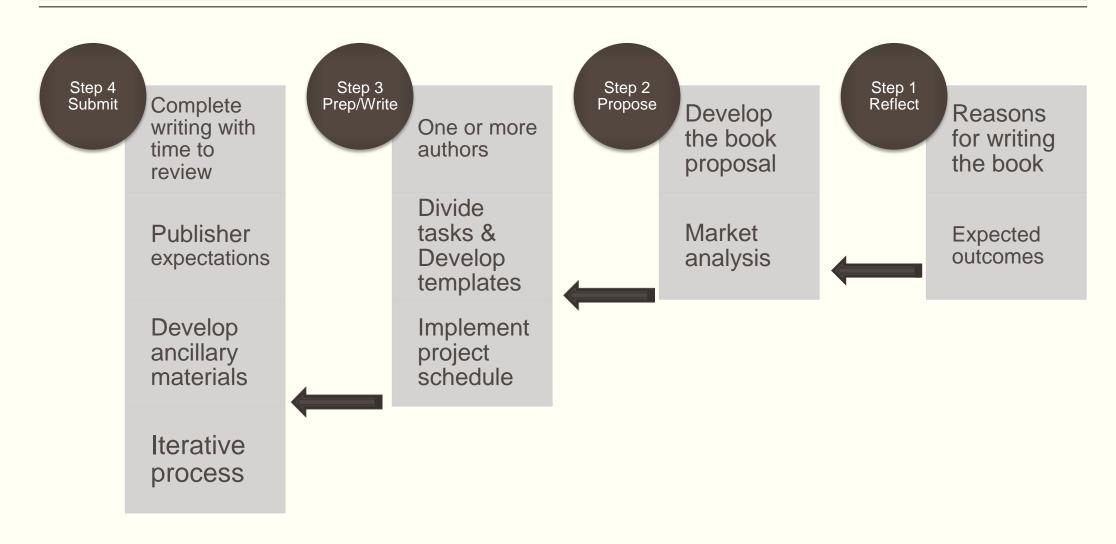JoDee Keller • Giesela Grumbach

SPRINGER PUBLISHING DIGITAL ACCESS
See Code Inside

Objectives

- Discuss the overall view of the process

- Consider your goals for writing a book

- Review the process of getting started

- Consider a few tips for managing your project to completion

A Few Steps in a Nutshell

Step 4 Submit

Complete writing with time to review

Publisher expectations

Develop ancillary materials

Iterative process

Step 3 Prep/Write

One or more authors

Divide tasks & Develop templates

Implement project schedule

Step 2 Propose

Develop the book proposal

Market analysis

Step 1 Reflect

Reasons for writing the book

Expected outcomes

Reflect on Your Reasons for Writing the Book

- **Define your purpose**
  - Why do you want to write the book?
  - What is your target audience?

- **Explore potential topics**
  - Gaps identified
    - Content
    - Type
    - Audience

- **Consider the Expected Outcomes**
  - When it will be published
  - Where it adds the most value

Propose

- Propose the book

- Outline & topics covered

- Market Analysis
  - How your proposed book compares to the market
    - Three – Five Comparative Pieces
    - Costs/Pricing/Edition/Page Count/Publisher/Teaching Materials

- Unique Selling Points/Book's Advantage
  - Adheres to professional standards (new)
  - Provides application/case scenarios/film clips
  - Content – new focus

Preparation

- Determine who you will work with and why / how they complement what you do (unless working alone)

- If working alone decide what supports you may need (research/literature reviews/editing/reviewing)

- Divide tasks/responsibilities

Establish templates (how you want the chapters/sections to be formatted) / create a template to receive reviews

Establish target dates for consistent check-ins and drafts to be completed

Write

- Develop chapter outline

- Create chapter template

- Divide chapters

- Schedule protected time for writing
  - Paying yourself first (morning person)
  - Get the support you need (researching topics, conducting literature reviews, etc.)

Submit & Know that it is an Iterative Process

https://www.wikihow.com/Write-a-Textbook

- Publisher will give you a date for submission for the book

- Textbooks may require additional ancillary materials
  - Instructor's manual
  - Test Bank
  - Course syllabus

- We agreed to submit the ancillary materials once we finished the book

- Iterative process (copy editing, revisions, proofing, etc.)

Publisher was pleased with our formatting, how we honored our deadlines, and the ease at which they are able to work with us.

"Wish we could clone you." "Will you write another book?"

Project Management

- Timing
- Consistency
- Review Procedures
- Deadlines
- Reviews
- Editing
- Proofing
- Copy editing
- Cover selection
- Revisions
- Production

SAMPLES

Sample Review Document

Please review the chapter(s) contained in this email. Consider readability, understandability, and importance.

Provide feedback on the book based on the following:

	Questions (please give examples where appropriate)
Chapter (1) Context of school social work	1. Are the chapter title and content congruent? 2. Is the chapter presented in a well-organized manner (topically and functionally)? 3. Is the text free of material that might be offensive? 4. What value does this chapter provide for the reader (school social workers/students)? 5. Do the activities, scenarios, skills boxes, practitioner spotlights, or discussion questions provide ample opportunities for school social work students to learn? 6. Is there any vital information missing? 7. What are the main strengths of the chapter? 8. What are the challenges with the chapter? 9. Does the chapter present the material in an innovative way? 10. What recommendations do you have to improve the chapter?
Chapter (3) Professional and Ethical Practice in the	1. Are the chapter title and content congruent? 2. Is the chapter presented in a well-organized manner (topically and functionally)? 3. Is the text free of material that might be offensive?

POWER POINTS FOR EACH CHAPTER

Chapter

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Instructor's Manual With Sample Syllabi to Accompany

School Social Work Practice:

A Competency-Based Approach

FIRST EDITION

JoDee Keller, PhD, LICSW

and

Giesela Grumbach, PhD, LCSW, PEL

Key Concepts
SPRINGER PUBLISHING COMPANY

Contents

Sample Syllabus

DEPARTMENT OF SOCIAL WORK
Social Work Course Number: School Social Work Practice

COURSE INFORMATION
    Credits:
    Time:

INSTRUCTOR
    Name:
    Office Location:
    Office Hours:
    Phone:
    Email:

COURSE DESCRIPTION

This course provides students with the skills to effectively manage school social work practice with PreK-21 students. This course uses an ecosystems framework and strengths perspective to guide school social work practice from an anti-racist, social justice lens. This course considers historical, theoretical, research, and practice issues related to the delivery of social work interventions in school settings.

Prerequisites: (list for your university)

STUDENT LEARNING OUTCOMES
Upon completion of this course, students will achieve the following learning outcomes by chapter:

Chapter 1:
CSWE Competency 1
- Identify key events in the history of school social work.
- Understand the history and function of public education.
- Understand the school as a social system.
- Recognize the ways in which systemic racism has permeated the educational system, historically and in the present.
- Articulate the role of social work as an ancillary service in a host setting.
- Describe the importance of self-care.
- Discuss the importance of maintaining professional boundaries.

Chapter 2:
CSWE Competency 3 and Competency 6
- Understand the organizational structure of school systems.
- Discuss your understanding of the school as an organization.
- Identify specific strategies for self and professional advocacy.
- Articulate the roles of school social workers.
- Describe the importance of understanding and navigating the political environment.

Chapter 3:
CSWE Competency: 1
- Discuss the importance of professional memberships.
- Discuss the uses of technology in school social work practice.

SAMPLE TEST BANK

QUESTIONS - DISCUSSION