

# **Division of Publications**

## **Guidelines for Book Manuscripts**

### ***Submission of Book Manuscripts***

1. Book manuscripts must be submitted to the Editorial Division and must follow the guidelines below.
2. After manuscripts are received, acknowledgement letters will be sent to the authors.
3. Complete manuscripts and proposed manuscripts will be evaluated by the Editorial Division for presentation to the Executive Publication Committee.
4. Complete manuscripts and proposed manuscripts, with the written evaluations, will be presented to the Executive Publication Committee, who will determine whether or not the manuscripts are approved for publication.
5. Letters will be sent to the authors to inform them of the decisions of the Executive Publication Committee.
6. Approved manuscripts will be edited by the Editorial Division. The edited manuscripts will be submitted to the authors for approval.
7. Authors will receive contracts from the Pentecostal Publishing House concerning royalties. The usual royalty is 10 percent of the gross sales.
8. Each year there are 100-150 new books by Pentecostal authors. Currently, WAP can do only about four to six new books.
9. In the event that manuscripts are rejected, two options are still available to the authors:
  - a. Forward the manuscripts to PPH to be published as contract jobs.
  - b. Self-publish the book elsewhere and have PPH market it.

### ***Guidelines for Proposed Book Manuscripts***

Include the following items when submitting a manuscript:

1. A query letter that briefly describes the author's background (including ministerial status, if applicable; special qualifications; church affiliation and the name and address of the church), the nature of the proposed manuscript, its central thesis, and the intended audience.
2. A table of contents
3. A synopsis or an outline of each chapter
4. Four sample chapters
5. A letter of recommendation from the author's pastor
6. If you wish for the manuscript to be returned, include a self-addressed envelope with enough postage attached to cover the cost of mailing.

For an inexpensive book that presents basic guidelines for effective writing, we recommend *The Elements of Style*, 4th ed., by William Strunk Jr. and E. B. White (New York: Macmillan, 2000). Another helpful reference book is *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed., by Kate L. Turabian (Chicago: The University of Chicago Press, 1996). This reference is especially helpful for the proper format of reference notes. For a comprehensive reference concerning format and style, we recommend *The Chicago Manual of Style*, 15th ed. (Chicago: The University of Chicago Press, 2003). A standard, college-level grammar is also helpful.

## Manuscript Preparation

1. Type should be regular style (not italic, capital, bold, or fancy type), with normal spacing between letters. Emphasis (italicized, underlined, capitalized, or boldfaced words) should be kept to a minimum.
2. Each page should be double-spaced with a one-inch margin on the left side and a two-inch margin on the right side.
3. Number the pages consecutively throughout the whole manuscript.
4. The final manuscript should include
  - a. a title page, with author's name exactly as it is to appear in the printed book;
  - b. a dedication, if desired;
  - c. a table of contents, worded consistently with chapter titles;
  - d. a foreword, preface, or introduction, if desired.
5. When submitting the final manuscripts, please submit a digital copy as well as a hard copy. We prefer Microsoft Word documents.

## Quotations and Notes

1. All quotations should be documented if at all possible.
2. Sources for all quotations should be identified by author or editor, title, publisher, place and date of publication, and original page number. Include name of translator if there is one. (For proper quotation and endnote style, see *A Manual for Writers of Term Papers, Theses, and Dissertations* or *The Chicago Manual of Style*.)
3. Number notes consecutively throughout a chapter. Supply a separate page or pages of notes at the end of the book.
4. Identify any quoted poetry or hymn lines by author and title. In addition, if the poetry is in copyright, specify the published sources as per number 2 above. Anonymous or original poetry should be so identified.
5. Scripture quotations should be quoted exactly, including exact punctuation. They should be identified in the text in the following manner: "In the beginning, God created the heaven and the earth" (Genesis 1:1). Any version other than the King James Version must be identified. We use the punctuation and capitalization according to the Cambridge Bible.
6. Quotations should be checked one final time by the author against the original.
7. Diagrams, charts, figures, drawings, and maps should be documented as to the source.

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