Submission of Book Manuscripts

1. Book manuscripts must be submitted to the Editorial Department and must follow the guidelines below.
2. After manuscripts are received, an acknowledgement letter or email will be sent to the author.
3. Complete manuscripts and proposed manuscripts will be evaluated by the Editorial Department for presentation to the Executive Publication Committee.
4. Complete manuscripts and proposed manuscripts, with a written evaluation from the Editorial Department, will be presented to the Executive Publication Committee, who will determine whether or not manuscripts are approved for publication.
5. Decisions of the Executive Publication Committee will be communicated to individual authors.
6. Authors of approved manuscripts will be offered a publishing contract from Word Aflame Press (WAP).
7. Upon acceptance of the contract by the author, the manuscript will be edited by the Editorial Department. The edited manuscript will be submitted to the author for approval during the publication process.

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. A minimum of four sample chapters
5. For children’s books, the manuscript with a minimum of four sample illustrations
6. A letter of recommendation from the author’s pastor
7. If you wish for the manuscript to be returned, include a self-addressed envelope with enough postage attached to cover the cost of mailing.


**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, if submitting a hard copy, please also submit a digital 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 the translator’s name if applicable. (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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Submitting a Manuscript

E-mail or mail manuscript materials to:

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