

## **Submissions Guidelines B Classroom Complete Press**

In order for your manuscript or book proposal to be considered for publication, or your non-book product idea to be considered, print this file, complete the questions, and mail it to us with all items listed below:

1. A **brief cover letter** introducing yourself.

2. A **resume** outlining your knowledge, experience and area(s) of expertise in teaching and/or writing that are relevant to your submission, and if applicable, a list of previously published books.

3. A COPY of:

- Your completed unpublished **manuscript**

OR

- Your **book proposal** in the following format:

- A. A one-page overview of the book including the focus and objectives, intended audience and grade levels, how it compares to similar books in the marketplace, and how it would stand out from the competition
- B. A tentative Table of Contents with chapter titles, and 3 to 4 line summary of each chapter
- C. 1 to 3 sample chapters, or 3 to 5 sample pages of activities that demonstrate your writing style and ability
- D. The status of the manuscript including how much of the manuscript is complete, and how many weeks or months you think it will take to complete

OR

- Your **proposal** for a **non-book product idea** in the following format:

- A. A one or two-page overview of the product including:
  - a. A description of what it is
  - b. Its purpose as it relates to education today
  - c. How it will be used
  - d. Intended audience and grade levels
  - e. How it compares to similar products in the marketplace
  - f. How it would stand out from the competition

- B. Samples of any copy that would be part of the product, and which demonstrate your writing style and ability
- C. The status of the product including how much of the work is complete, and how many weeks or months you think it will take to complete

**(NO ORIGINALS – DO NOT send us the original or only copy of your manuscript, proposal, artwork or mock-up of your product. We do not accept responsibility for lost or damaged materials. )**

4. Please complete the following:

**a) Contact Information (Please Print)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Email (*required*): \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City / Rural Route: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

School: \_\_\_\_\_

**b) In your opinion**, what is the most important issue that teachers are facing in classrooms today?

5. Send a SELF-ADDRESSED ENVELOPE, with the APPROPRIATE POSTAGE for shipping if you wish to have your materials returned.

***Mail your submission to:***



**Classroom Complete Press  
P.O. Box 19729  
San Diego, California 92159  
Attn: Veneda Murtha**

### **Important Information for All Submissions**

At Classroom Complete Press, we welcome submissions of manuscripts and book proposals from teachers and writers. **We accept submissions for supplementary teacher resource books for prekindergarten to grade 12.** We also accept submissions of non-book product ideas. We receive many submissions, and develop many ideas for books in-house. For all books that we publish and products that we produce, Classroom Complete Press maintains the highest standards.

**If we think that we can use your materials**, please note the following:

1. We will contact you by email.
2. Classroom Complete Press generally purchases the manuscript from an author, and all rights to it, for a single flat fee. Once purchased, the manuscript's copyright becomes the sole property of Classroom Complete Press, and all terms of the purchase will be included in a written agreement between both parties.
3. Artwork and graphics are not required.

**If we cannot use your materials**, please note the following:

1. We will contact you by email.
2. We are unable to provide a critique the materials that we do not publish.
3. If you do not send a self-addressed envelope with the appropriate postage for shipping with your submission package, your materials will not be returned to you.

Due to the amount of submissions we receive, please allow 4 to 8 weeks for your submission to be reviewed.

*Thank you for considering Classroom Complete Press!*