

April 2005

Regular Baptist Press
Building Lives by the Book



Writer's Guidelines: Non-Curriculum Publications

The mission of Regular Baptist Press is to glorify God by providing church educational resources that are true to God's Word and encourage maturity in Christ.

We publish *church* educational resources. We do NOT publish homeschool or Christian day school curriculum, poetry, fiction, music books, or other works that do not directly relate to our mission.

We strongly urge that you read and follow the guidelines below *before* you submit your work to Regular Baptist Press. *Unsolicited manuscripts will not be considered or returned.*

A. Writer's Requirements

Regular Baptist Press (hereafter RBP) is the publishing arm of the General Association of Regular Baptist Churches. For the most part, the writers published by RBP are members of Regular Baptist churches. Some exceptions are made. If you feel you should be considered as an exception, please indicate this in the initial query.

You must be able to sign the doctrinal statement of the General Association of Regular Baptist Churches without reservation. You will find the doctrinal statement at www.garbc.org under "About Us"—"Our Beliefs."

Please include a brief biographical sketch with your initial query, indicating your conversion experience, church membership, and any other pertinent information.

B. Initial Query

Before you submit your manuscript, please send an initial query (either e-mail or regular mail) to determine if RBP is interested in your manuscript. This query should include the title and nature of your work, a purpose statement, contents page, and one chapter or lesson. Address an e-mail query to vwilson@garbc.org or write Director of Educational Resources, Regular Baptist Press, 1300 N. Meacham Rd., Schaumburg, IL 60173.

C. Bible Version

The King James Version is the English translation used by RBP for all Sunday School and Vacation Bible School curriculum. This translation choice also extends to our men's and women's Bible studies. For some products, RBP will approve the use of the New King James Version.

D. Quotations from Other Sources and Documentation

If you receive a contract from RBP for the publication of your work, you will see that it is the writer's responsibility to obtain permission to use quoted material from other sources. Because you don't have a contract as you prepare your manuscript, you should be aware of these guidelines concerning quotations and documentation.

- (1) You do not need to footnote facts that are generally known or available; e.g., geographical features; dates of events; sizes; distances. However, it is wise to include a copy of the source from which you took the information so that RBP has it on file for proofing purposes.
- (2) You do not need to footnote works that are in public domain; that is, they are no longer eligible for copyright protection. Some hymns are in this category as are the works of writers like Shakespeare and Mark Twain. If no copyright information is included, the work is public domain. Again, RBP requires a copy of your quoted material for proofing purposes.
- (3) Some quotations may come under the category of "fair use." This is a "doctrine" that is part of the copyright law. It allows for a limited quotation from a work without requiring the permission of the copyright holder. For the most part, RBP will allow a writer to quote 100 to 300 words without permission. However, the quotations must be documented, and a copy of the original source of the quotation must be submitted with your manuscript.
- (4) RBP requires permission for quotations that exceed the word count of fair use and for ALL quotations (regardless of length) from certain authors; e.g., James Dobson, Max Lucado, Charles Swindoll. It is the author's responsibility to write to the publisher to obtain such permission and to pay any fees that the publisher may charge. You can begin requesting permission prior to the acceptance of your manuscript. Often publishers take several months to respond to permission inquiries.
- (5) If the source you are quoting quotes another source, you will need to obtain permission from the original source in keeping with the guidelines above.

- (6) Some Web sites have copyright protection. Do not assume that you can quote at length from a Web source. Follow the guidelines above. In addition, carefully document the URL and the access date of *any* material obtained from a Web site. RBP must have a copy of all material taken from Web sites because the sites may no longer exist at the time a manuscript is edited.

E. Manuscript Preparation

- (1) Allow at least one-inch margins on all sides of the page.
- (2) Double space the entire manuscript.
- (3) Use Arial font if possible.
- (4) Do not add vertical space between paragraphs.
- (5) Use only one space after periods and colons.
- (6) Justify only the left-hand margin; turn off right-hand justification.
- (7) Do not use tabs or the space bar to indicate paragraphs. The return at the end of the paragraph is sufficient.
- (8) Do not use auto formatting for numbered lists (or questions) or bulleted lists.
- (9) Keep formatting to a minimum. Do not use fancy fonts for titles, various sizes for headings, etc. You may indicate headings within a chapter/lesson with boldface type. All of the formatting is applied to a document after it is edited.
- (10) Make a separate file for each chapter/lesson.
- (11) Remember to include a dedication if you plan to have one.

F. Submission of Manuscript

Once you have received approval to submit your manuscript, please follow these directives.

- (1) Submit a disc with the electronic files. Label the disc with your name, the title of your work, the software used (preferably Microsoft Word), and the date the disc was made.
- (2) Submit two sets of hard copy (paper copies) that correspond exactly to the electronic files.
- (3) Submit photocopies of all quoted material, including title and copyright pages, from books that are quoted.
- (4) Submit original copies of permission letters from other publishers. Keep copies of the letters for your files.
- (5) Send your submission to Director of Educational Resources, Regular Baptist Press, 1300 N. Meacham Rd., Schaumburg, IL 60173.

When RBP receives your manuscript, it will be given to the members of the new product committee for review. This review process may take several weeks. RBP will notify you of the committee's decision. If the decision is made to publish your manuscript, you will receive a contract and other information from the Business Director.

G. Miscellaneous

- (1) All of the men's Bible studies are written by assignment. If you want to be considered for such an assignment, contact the Director of Educational Services.
- (2) Women's Bible studies are now topical studies only. (RBP is no longer accepting studies based on a specific Bible book.)
- (3) The number of Bible study questions per lesson in a men's Bible study is eight to twelve; in a women's study, fifteen to twenty. Men's studies typically have seven or eight lessons. Women's studies may be six to twelve lessons.