

“I will make thy name to be remembered in all generations: therefore shall the people praise thee for ever and ever”
(Psalm 45:17).

FROM THE DEPARTMENT EDITOR

Thank you for your interest in our Sunday School papers and other curriculum-related periodicals. You will be pleased to know that our publications are placed into the hands of more than 200,000 people all over the world each week. What a challenge it is to influence so many people for Christ!

REGULAR BAPTIST PRESS MISSION STATEMENT

To glorify God by publishing church education materials that are true to God’s Word and that encourage maturity in Christ.

As a division of RBP, our department’s mission is to help students

- discover and understand God’s truth, His Word, and how He has revealed His character and ways, His plans and purposes
- come to saving faith in Christ
- understand the times in which they live in light of God’s Word and to apply God’s Word to the personal issues of their daily lives, seeking the mind of Christ and growing in Christlikeness

- share God’s Word through reading, fellowship, discipleship, and witnessing
- We are committed to helping local churches **build lives by the Book.**

WRITER QUALIFICATIONS

Writers should be born-again Christians who have a good working knowledge of Scripture and a mind-of-Christ outlook.

We are especially happy to meet writers who are using RBP materials in their churches or who are well acquainted with churches in which our materials are used.

Writers should have these concerns foremost in their minds:

- Who will be my readers?
- What will be my readers’ needs?
- What will be my readers’ expectations when they pick up an RBP publication?
- From their perspective, what will my readers consider to be the “take-away” value from my article or story?

Writers should engage their readers; people want to *enjoy* what they read as well as to *gain information* from reading.

AUDIENCES

The Lord is always our first audience. Whatever we publish should be honoring to Him.

At all ages of audience, be aware of unbelieving, unsaved people who are being exposed to God and His Word through the testimony of believers and the content they read; spiritually immature Christians, believers who haven’t been disciplined; Christians who need challenge and encouragement to step up to a new level of devotion, self-sacrifice, and service.

Specific guideline sheets for the publications for each age group are available upon request.

CHILDREN

We want to help young readers build Biblical concepts of God’s character, works, and ways, of themselves, and of the world in which they live. Children need to see that the spiritual dimension is

not isolated but rather is a natural part of every other realm of life.

TEENS

We want to give young people a glimpse of God that makes a difference in their lives, that ignites in them a hunger for the grace of God in their own lives as they see Him at work in the lives of others.

ADULTS

We want to give adults opportunities to quickly acquire learning that relates to their ever-changing world. We want to help them know God, His ways, and His will as the best and only answer to real needs and concerns of life.

POLICIES COMMUNICATIONS

Please include a letter of **personal testimony** with your *first* submission to RBP. In it include a paragraph about your salvation, your beliefs about the Bible, and your church membership.

Query letters are unnecessary. Review our guidelines and doctrinal statement. If your work fits them, send your completed manuscript on speculation, formatted according to our instructions.

Sample copies are available upon request. This department does send sample issues of the publications that are in Sunday School paper format. But we recommend that writers themselves purchase a full quarter of issues of a particular publication before they start submitting manuscripts to that publication. The purchase of a quarter’s issues of a paper or samples of our periodicals for teenage students should be handled through our Customer Service Department (1-800-727-4440).

Check the **RBP Web site** (www.garbc.org/rbp) each quarter for updates concerning needs, themes, etc. for our various publications.

UNSOLICITED MANUSCRIPTS

Send by postal mail only, please. Unsolicited e-mail articles will not be considered. **S.A.S.E.:** With every submission, include a self-addressed envelope

with sufficient postage for manuscript return. Or supply e-mail or S.A.S. postcard for editor response without return of manuscript(s). We will discard any declined manuscripts that lack sufficient return postage.

QUOTED MATERIAL

- See the requirements concerning Bible quotations stated in the guidelines for the particular publication you are writing for. Double-check the accuracy of your words, punctuation, and reference citations in all Bible quotes.
- The writer is responsible for obtaining permission to quote copyrighted material (e.g., song lyrics, poems, text from a book) and for paying any fees required by copyright holder. With your manuscript, include photocopy of the quoted material as published in your source, plus copy of “permission granted” letter from copyright owner.
- Provide word count for quoted material (previously published material, such as Scripture, song lyrics, excerpts from articles or books).

PHOTOS

We welcome clear, well-focused snapshots or slides—especially action photos—that support your story or article. We pay a usage fee for photos that we print. Please be sure your name and return address are placed on the back of each photo to assure return of pictures. Obtain a “permission to use” signature from parents of any children featured in photos. Provide a “permission granted” letter with any copyrighted photos (e.g., Olan Mills).

PURCHASING RIGHTS AND EDITING

Regular Baptist Press is a publisher of church education materials, and the curriculum periodicals are a division of our curriculum department. Our policies are intended to preserve what we believe is distinctive about our materials.

When we purchase the right to publish an article, story, project, puzzle, or other work, we are purchasing

- the right to edit the material to meet the needs of our audiences.

- the right to publish it at a time that fits with our needs.
- the right to reprint it at some future time (applies to publications for children and teens; see next paragraph).

For our **children's and young-teen publications**, we purchase *all periodical rights* in order to correlate content of our papers with the curriculum cycle for a specific department. Consideration will be given to a writer's written request to sell published material to another publisher as a reprint.

We purchase first rights to assigned articles or stories for our senior high and adult periodicals. We prefer first rights when considering unsolicited manuscripts but may consider second- or one-time rights (note when/where published) *only* for articles and stories that are particularly well-suited to our audience in terms of theology, slant, writing quality, and take-away value.

Simultaneous submissions cannot be accepted.

PAYMENT

Payment for material varies according to quality, rights purchased, and type of writing. We pay a premium for items that require minimal editing and go the extra distance in providing side bar material, subheads, etc. Rates start at 4¢ per word for reprints and increase as we deal with first rights, articles by assignment, and quality manuscripts.

We pay upon acceptance. Normally a writer will hear of decision within 8 weeks, but there are occasional times when the process takes longer.

We also exercise a hold-for-payment-upon-publication policy for fillers (puzzles, short meditations, etc.) that have potential use but are not suited to any particular issue or theme at the time they are received.

PUBLICATION

For assigned work, the time period between manuscript acceptance and publication is normally 12 months or less. For unsolicited pieces, publication typically occurs within 3 years.

A complete set of the quarter's issues in which

your story, article, puzzle, etc. appears will be sent to you upon publication, along with an additional copy of the issue containing your work. At the end of the quarter of distribution, up to 10 more copies of your work may be purchased at the rate of current first-class postage for each copy plus \$2.00 (to cover our handling costs). Contact the editor of curriculum periodicals at the end of the quarter of publication if you desire a larger quantity.

MANUSCRIPT PREPARATION

At top left corner list your name, address, telephone number, e-mail address, and social security number (kept confidential).

At top right corner list target audience (primaries, juniors, young teens, senior high teens, young adults, middle adults, etc.), and approximate word count.

At center of page 1 place the title of the article and your name or pen name. If your article is a true story, state this after your byline.

FORMAT

- Computer generated copy on a letter-quality printer, or typewritten copy
- Double space text
- Use of a basic font (such as Helvetica or Times) set at 12-point size is preferred.
- Use a SINGLE spaceband after a period or colon.
- Use "left" justified text format (do not right-justify text).
- Start a new paragraph with a "hard" line return. *Do not use tabs to make indents in the manuscript.*
- Include a two-sentence bio thumbnail at the end of manuscript stating your location and present ministry involvement.
- Carefully follow RBP policies concerning quoted material.
- Enclose a self-addressed envelope with sufficient postage for possible manuscript return, or provide S.A.S. postcard or an e-mail address where we can send notice of our decision.

GENERAL GUIDELINES

1. Whether you're writing fiction or nonfiction, be sure to have an inviting beginning; a meaningful, developed middle; and a satisfying ending that gives the article or story a sense of completeness. Don't just stop after the last event in the plot or the final point in the article. Give a sense of closure to the piece.

2. Use meaningful nouns and action verbs that are appropriate to your readers rather than depending on modifiers (e.g., "high rise" or "skyscraper" instead of "tall building"; "He edged away from the cliff" rather than "He stepped back from the cliff carefully.")

3. Anticipate how your readers are likely to respond to what you write. If you present a problem, they will expect you to show its solution. Raise a question, and they will expect you to lead them to its answer. Deal with the past, and they will expect you to show an application to the present. Identify a wrong, and they will look for you to show what is right.

4. Be yourself. Don't try to imitate another writer or write about something you don't care about.

5. Keep your writing style simple. Our readers are children, youth, and lay people who are more comfortable with the popular style of writing than with the scholarly or sermoniac approach.

BOTTOM LINE

Despite radio, television, the internet, and all other media that exist (or are yet being invented), it's the Word of God that is "quick and powerful." Thanks for partnering with us in the proclamation of that Word.

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