PENTECOSTAL Resources Group

Manuscript Submission Guidelines

The United Pentecostal Church International's Pentecostal Resources Group exists to publish and distribute Bible-centered Christian resources. One way we accomplish this mission is by partnering with Apostolic writers. Guidelines for submitting manuscripts for publication consideration are detailed in this document.

Submission of Book Manuscripts

- 1. Book manuscripts should be submitted to the editorial department and should follow the guidelines below. After manuscripts are received, an acknowledgement letter or email will be sent to the author.
- 2. Manuscripts and proposals will be evaluated by the editorial department for presentation to the Executive Publication Committee based on a priority of publication need. The committee will determine which manuscripts are approved for publication. Decisions of the committee will be communicated to individual authors.
- 3. Authors of approved manuscripts will be offered a publishing contract from Word Aflame Press (WAP). 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.
- 4. In general, the minimum word count for a book is forty thousand words and the maximum is ninety thousand words. Our publishing needs typically center around nonfiction works emphasizing Apostolic doctrine, biblical theology, history, practical theology, or personal devotion. We also publish selected manuscripts of missionary stories, miracles, memoirs of influential persons, and inspirational literature. We do not publish poetry.

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 name and address of the church), the nature of the manuscript, its central thesis, genre, word count, and intended audience
- 2. A table of contents
- 3. A synopsis or an outline of each chapter
- 4. A minimum of four sample chapters or material representing at least 25 percent of the estimated total word count
- 5. For children's books, the manuscript with a minimum of four sample illustrations
- 6. If author is not a credentialed UPCI minister, a letter of recommendation from the author's pastor

For an inexpensive book that presents basic guidelines for effective writing, we recommend *Elements of Style*, 4th ed., by William Strunk Jr. and E. B. White (New York: Macmillan, 2000). Also helpful are *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed., by Kate L. Turabian and the *Chicago Manual of Style*.

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Guidelines for Tracts and Bible Studies

Include the following items when submitting a tract or Bible study:

1. A one-page 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, total word count, the intended audience, and what distinguishes the material from tracts and Bible studies currently published by Word Aflame Press.

Manuscript Preparation

- 1. Type should be regular style (not italic, capital, bold, or fancy type). Emphasis (italicized, underlined, capitalized, or boldfaced words) should be kept to a minimum.
- 2. Pages should be double-spaced with consecutive page numbers throughout the whole manuscript.
- 3. 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.
- 4. When submitting final manuscripts, please submit a digital copy in a format compatible with Microsoft Word.
- 5. UPCI "House Rules" are available upon request. For matters not covered in House Rules, we recommend the most recent edition of the *Chicago Manual of Style*.

Quotations and Notes

- 1. All quotations should be documented.
- 2. Sources for 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 the *Chicago Manual of Style* or a similar style guide.)
- 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.
- 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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Permissions

- 1. The author is responsible for requesting permission to quote from copyright holders. Permission is usually obtained from the publishers.
- 2. The author is responsible for any fees charged by copyright holders.
- 3. Replies granting permission, or copies of such, should accompany the manuscript or be forwarded upon receipt.
- 4. Word Aflame Press specifically asks that permission be secured for the following:
 - a. Quotations of more than one line from any poem or song protected by copyright.
 - b. Quotation(s) of more than three hundred consecutive words from any work in copyright.
 - c. Quotation(s) totaling more than 5 percent of any work in copyright.
 - d. Quotation(s) from any one source representing more than 5 percent of the new publication.
 - e. Any diagrams, charts, figures, drawings, or maps taken from a copyrighted source.
 - f. Quotations from any copyrighted translation of the Bible that exceed the Bible publisher's gratis permissions.

Submitting a Manuscript

E-mail your manuscript to: Everett Gossard egossard@upci.org