



WRITER'S GUIDELINES

Authors: CLC Publications is a nonfiction, deeper-life Christian publisher. As such, we *do not accept* works of fiction or basic new-believer material. We also *do not accept* poetry or children's books at this time.

CLC Publications is happy to review book proposals, with or without a partial or complete manuscript. No manuscript will be considered, however, without a book proposal.

Proposals

A book proposal must include the following items:

- *premise statement* — a brief paragraph on what the book is about;
- *audience description* — an explanation of what type of person would want to read the book;
- *author information* — biographical material, including your qualifications to write on the subject of the book;
- *competitive titles* — a list of similar books on the market, and what makes yours different;
- *marketing information* — suggestions and available contacts for promoting the book;
- *chapter-by-chapter synopsis* — a short paragraph description of each chapter;
- *author's contact information* — an email contact is preferred; hard-copy manuscripts and proposals will not be returned unless accompanied by a self-addressed, stamped envelope.

Preparation of Manuscripts

Manuscripts should be typewritten or mechanically printed in letter-quality type on good quality paper. At least two copies should be made, one for the publisher and one to be kept by the author. Paper should be standard sized, 8 1/2" x 11". A margin of one inch should be maintained on both sides for editorial suggestions and corrections.

Double spacing should generally be used. Single spacing may be used for long excerpts that are to be indented and/or set in a size of type smaller than the rest of the text. Footnotes and endnotes may be single spaced. They should be typed immediately following the paragraph in which reference is made, and separated from the text by a ruled line above and below the material. **DO NOT** use your word processor's automatic footnoting/endnoting feature. **DO NOT** include photos, charts, tables or other graphic elements in the body of the text. Put any graphic elements on separate sheets of paper, or eliminate them.

The manuscript pages should be numbered consecutively throughout the text, in the upper right-hand corner of the pages. Pages should be separate — not fastened together in any way. They should be shipped flat, not rolled or folded. If a computer disk is also supplied, it should be in Macintosh format or PC format. Use the current version of Microsoft Word or OpenOffice (see www.openoffice.org) if possible. **To submit your proposal as an attached file by email, please contact us in advance to request permission.**

All excerpts from the work of another author should be acknowledged by a footnote or endnote in proper format. After the manuscript has been accepted for publication the author is responsible to secure permission in writing from the owner of the copyright (usually the publisher) to reproduce such copyrighted material. Even if the work is not copyrighted, it is courteous to secure permission anyway.

In securing permission, it is customary to give the name of your book, its nature, and the publisher's name. The section which is to be used must be specified: i.e., first word and page number to last word and page number of the source material. The author is responsible to make sure that the excerpt is accurate in every particular. The author is also responsible to ensure that the manuscript contains nothing of a libelous nature.

Guidelines for Acceptance of Manuscripts

1. No manuscript will be accepted for addition to our list that is in violation of the CLC Statement of Faith or that is not accurate as to fact.
2. No manuscript will be accepted for addition to our list that is, or contains, an attack on some branch of the evangelical church, or some individual in it.
3. No manuscript will be accepted for addition to our list that is in violation of biblical ethics.
4. Every effort will be made to ensure that the doctrinal neutrality of CLC is maintained, and that our main thrust will be in the direction of the building up of believers in the deeper areas of the Christian faith.

Statement of Faith

The following is the Statement of Faith to which all personnel must subscribe and to which all the Christian literature stocked by this fellowship must conform:

- We believe in the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and conduct.
- We believe in one God, Creator and sustainer of all things, eternally existent in three Persons: Father, Son and Holy Spirit.
- We believe in the deity and humanity of our Lord Jesus Christ, His virgin birth and sinless life, His miracles, His substitutionary and atoning death on the Cross, His bodily resurrection, His ascension to the right hand of the Father, His mediatorial work, and His personal return in power and glory.
- We believe in the universal sinfulness and guilt of all mankind since the Fall, rendering humanity subject to God's wrath and condemnation.
- We believe in redemption through the blood of our Lord Jesus Christ and regeneration by the Holy Spirit as essential for the salvation of lost and sinful mankind.
- We believe in the justification of the sinner solely by the grace of God through faith in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; those who are saved will rise to life and those who are lost will rise to be condemned.
- We believe in the spiritual unity of believers, who form the universal church, the Body of which Christ is the head.

Mission Publication Statement

Publications are carefully selected to conform to our constitutional statement of only producing and distributing books which are true to the inerrant Word of God and the fundamentals of the faith as commonly held by all evangelical believers. To that end, we publish books which deal with the following areas: Evangelism, Discipleship, Deeper Spiritual Life, and Mission. They should seek to meet needs in the market which are not adequately covered by others.