**P.O. Box 1449, Fort Washington, PA 19034 ■ submissions@clcpublications.com ■** [**www.clcpublications.com**](http://www.clcpublications.com)



**BOOK PROPOSAL FORM**

**CLC Publications is a nonfiction, deeper-life Christian publisher.**

**As such, we *do not accept* works of fiction, poetry, or children’s books.**

**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.**

**CLC Publications will not publish a manuscript whose author does not fully agree with and accept its Statement of Faith and Mission Statement as stated below.**

**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 that 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 that deal with the following areas: Evangelism, Discipleship, Deeper Spiritual Life, and Mission. They should seek to meet needs in the market that are not adequately covered by others.

**Submission Overview**

Submission Date: Click or tap to enter a date.

Book Title: Click or tap here to enter text.

Book Subtitle: Click or tap here to enter text.

Author Name (as you would like it to appear in the book): Click or tap here to enter text.

Book Summary (20 words): Click or tap here to enter text.

Manuscript Status (number of months until completion): Click or tap here to enter text.

Projected Final Word Count: Click or tap here to enter text.

**Contact Information**

Author Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Address: Click or tap here to enter text.

**Manuscript Overview**

Please provide:

1. Premise statement: provide a brief paragraph (200-300 words) on what the book is about.

Click or tap here to enter text.

2. Audience description: explain what type of person would want to read the book.

Click or tap here to enter text.

3. Competitive titles: list of three or four similar books on the market. What makes yours different?

Click or tap here to enter text.

4. Table of contents: list of chapter titles as well as section titles.

Click or tap here to enter text.

5. Chapter-by-chapter synopsis: write a short paragraph description of each chapter.

Click or tap here to enter text.

6. Sample chapter: attach in an email two to three sample chapters from your book. These chapters do not have to be the first two in the book, but they should represent your best work.

7. Foreword and introduction: list potential candidates to write a foreword or introduction.

Click or tap here to enter text.

**Author Background**

Please provide:

1. Author photo: feel free to submit more than one pose as you would like it to appear in the back cover of the book. Each photograph submitted must include the photographer’s (or photo studio’s) name to insure proper credit is given. It is the author’s responsibility to obtain all rights to use the photograph in all promotion and publicity activities on behalf of the book. Please send digital photos in an email attachment. Photos must be high resolution, at least 300 dpi and at least 5” x 7”.

2. Author biography: include any biographical profiles that have been written and/or published. You may use one that you have written yourself. This will appear in the back cover of the book.

Click or tap here to enter text.

Questions:

1. What is your educational background? Please include high schools, college/universities, seminaries, etc.

Click or tap here to enter text.

2. What is your personal/professional background (under 200 words)? Emphasize expertise and experiences that make you an ideal candidate to write this book.

Click or tap here to enter text.

3. Please list the title of any previously published books, the publisher(s), year(s) of publication, and sales for each.

Click or tap here to enter text.

4. Please list any print or online news magazines or blogs or newspapers that you have contributed to or contribute to on a regular basis.

Click or tap here to enter text.

5. Have you been on television or radio? If so, please list the date, show, and reason for appearance.

Click or tap here to enter text.

6. Do you belong to or administer any charities or ministries? If so, please list them.

Click or tap here to enter text.

7. Have you received any professional awards?

Click or tap here to enter text.

**Marketing and Promotion**

Questions:

1. Do you know any communities or organizations that might have particular interest in your book topic? (For example: universities, churches, homeschoolers, etc.)

Click or tap here to enter text.

2. Do you have a list of any influential persons you know in the media, ministry, or community who are interested in the topic of your book and who might be willing to endorse your book? If so, please list below.

Click or tap here to enter text.

3. Are you presently speaking on the subject matter of the book?

Click or tap here to enter text.

4. Do you write articles on the topic your book covers? If so, please list below.

Click or tap here to enter text.

5. Do you appear on television or radio regularly? If so, list the media outlet.

Click or tap here to enter text.

6. List any media connections you have (names, affiliations, and your connection)?

Click or tap here to enter text.

7. Do you or any affiliate organizations plan to make bulk purchases of the book?

Click or tap here to enter text.

**Internet Presence**

Building your brand and having an online presence are key components of being a successful author. Please provide a detailed account of your internet presence so we can see where you are making successful inroads as well as areas where we can help you grow. Please include the URL links below.

Blog(s) URL:

Click or tap here to enter text.

Website(s) URL:

Click or tap here to enter text.

Facebook ID:

Click or tap here to enter text.

Twitter ID:

Click or tap here to enter text.

Other relevant accounts:

Click or tap here to enter text.

**Preparation of Manuscript**

Manuscript should be typewritten in ONE Word document. Generally, double spacing should 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.

Manuscript pages should be numbered consecutively throughout the text, in the upper right-hand corner of the pages. Use the current version of Microsoft Word or OpenOffice (see www.openoffice.org) if possible.

CLC Publications uses the English Standard Version (ESV) as the primary Bible translation. For a reference to another version, please indicate it in brackets after the referenced chapter and verse; e.g., (John 3:16, nasb). We note the Bible versions in the front matter of our books.

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 that 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. The author is also responsible to ensure that the manuscript contains nothing of a libelous nature.

**Guidelines for Acceptance of Manuscript**

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 doctrines or ethics.

4. CLC Publications ensures that its evangelical tradition 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.