

Submissions Guidelines A Classroom Complete Press

Classroom Complete Press develops many ideas in-house for books. In order to be considered as a possible writer for any of these books, print this file, complete the questions, and mail it to us with all items listed below:

1. A **brief cover letter** introducing yourself.

2. A **resume** outlining your knowledge, experience and area(s) of expertise in teaching and/or writing, and, if applicable, a list of previously published books.

3. **At least 3 sample pages** of the following materials that demonstrate your writing style and ability:
 - lesson plans
 - reading / information passages
 - student worksheets or activities

(NO ORIGINALS – DO NOT send us the original or only copy of your sample pages or artwork. We do not accept responsibility for lost or damaged materials.)

4. Please complete the following:

a) I would like to write (Check one):

- 1 to 2 books
 3 to 4 books
 5 to 9 books
 10 or more books

b) I can write these books (Check one):

- In the summer only of the year 200____
- Anytime during the *current* calendar year
- Between the month of _____ in the year 200____,
 and the month of _____ in the year 200____.

c) I have sufficient knowledge or experience to write supplementary resource materials for teachers in the following areas (Check all that apply):

GRADE LEVELS

- PreK – K
 1
 2
 3
 4
 5
- 6
 7
 8
 9
 10
 11
 12

SUBJECT AREAS

- | | | | |
|--|---|--------------------------------------|------------------------------------|
| <input type="checkbox"/> English Language Arts | <input type="checkbox"/> Reading | <input type="checkbox"/> Writing | <input type="checkbox"/> Math |
| <input type="checkbox"/> Novel Studies | <input type="checkbox"/> Science | <input type="checkbox"/> History | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Health | <input type="checkbox"/> Art / Music | <input type="checkbox"/> ESL |
| <input type="checkbox"/> Test Prep | <input type="checkbox"/> Language(s) Other than English _____ | | |
| <input type="checkbox"/> REGULAR ED. | <input type="checkbox"/> REMEDIAL ED. | | |

d) Contact Information (Please Print)

First Name: _____ Last Name: _____

Home Email (*required*): _____

Home Street Address: _____

City / Rural Route: _____ State: _____

Zip Code: _____ Country: _____

Home Phone: (_____) - _____ - _____

School: _____

e) In your opinion what is the most important issue that teachers are facing in classrooms today?

5. Send a SELF-ADDRESSED ENVELOPE, with the APPROPRIATE POSTAGE for shipping if you wish to have your materials returned.

Mail your submission to:



**Classroom Complete Press
P.O. Box 19729
San Diego, California 92159
Attn: Veneda Murtha**

Important Information for All Submissions

At Classroom Complete Press, we welcome submissions of manuscripts and book proposals from teachers and writers. **We accept submissions for supplementary teacher resource books for prekindergarten to grade 12.** We also accept submissions of non-book product ideas. We receive many submissions, and develop many ideas for books in-house. For all books that we publish and products that we produce, Classroom Complete Press maintains the highest standards.

If we think we have any books for you to write based on ideas that we develop in-house, please note the following:

1. We will contact you by email.
2. Classroom Complete Press generally purchases the manuscript from an author, and all rights to it, for a single flat fee. Once purchased, the manuscript's copyright becomes the sole property of Classroom Complete Press
3. Artwork and graphics are not required.

If we do not have any books for you to write, please note the following:

1. We will contact you by email.
2. We are unable to provide a critique of materials that we do not publish.
3. If you do not send a self-addressed envelope with the appropriate postage for shipping with your submission package, your materials will not be returned to you.

Due to the amount of submissions we receive, please allow 4 to 8 weeks for your submission to be reviewed.

Thank you for considering Classroom Complete Press!