



Author Guidelines

Teaching & Learning Company

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Our editorial and production departments work closely with many authors. Creating a book of which we are all proud is truly a team effort. To make our products the best that they can be and to make our department run smoothly, we have organized several procedures and suggestions. This list should clear up any questions you might have before you submit your final manuscript.

1. We prefer that manuscripts be prepared on a Macintosh computer using QuarkXPress or Microsoft Word. This makes it easier for us to format your manuscript within our own computer system. We can also accept plain text documents created in Microsoft Office for Windows or typewritten pages. Please send us a nonreturnable copy of the disk and hard-copy of the entire manuscript (just in case the disk gets damaged). If you submit typewritten pages, they should be typed double-spaced, on letter-sized white paper. Handwritten pages are not acceptable under any conditions.
2. The major market we serve reflects the diverse and culturally rich population of the United States and Canada. Please keep this in mind when preparing your material—especially seasonal and holiday-related items—and when using names in your work.
3. We feel the gender issue is best resolved by using the plural whenever possible. If the situation requires writing with pronouns, alternate. For example: Have each child select one card from the deck and place it facedown in front of *him*. . . . When a player has finished, play passes to *her* right.
4. Try to avoid using brand names. Kleenex[™] = tissue, Scotch tape[™] = transparent or adhesive tape, Xerox[™] = photocopy, Con-Tact[™] = clear self-adhesive paper, Jell-O[™] = gelatin, etc. If you must refer to a specific, trademarked product, you must use the ® or [™] symbol.
5. Responsibility for obtaining permission and paying permission fees for use of printed and copyrighted materials rests solely on the author. All such permissions should be obtained in writing, and copies of the signed permission agreements should be submitted with the manuscript.
6. Names of people, books, dates, etc., should be carefully checked by the author of the manuscript. The responsibility for this is yours.
7. Be certain that your book has a complete table of contents and complete answer key.
8. All manuscripts except math books should include metric conversions for weights, dimensions and recipes. Example: 3" x 5" (7.62 x 12.7 cm).
9. For each illustrated page, please include suggestions for the artist such as written notes or rough sketches (even if you have to resort to stick people). This avoids artist guesswork and allows you more control over your book content.

10. Use mixed case throughout your book. **Do not** use all capital letters.
11. Double-space after sentences.
12. Our books are produced in page lengths that are multiples of 16 (32 pages, 48 pages, 64, 80, 96, 112, 128, etc.). Introductory pages count as pages even though they are numbered differently. Once we have agreed on a page length for your book, it cannot be changed without the approval of the publisher or the managing editor.
13. Word searches and crossword puzzles should extend no more than 20 letters across. Check each word twice to make certain answers are correct. It is also important for you to provide an answer key.
14. In all bibliographic material, please list the publishers and publishing dates, and try not to list any out-of-print sources.
15. Please refer to *The Chicago Manual of Style* for any questions regarding grammar.
16. Please do not send us the only existing copy of a manuscript. Save at least one copy for your own files.
17. **Manuscripts will not be returned unless accompanied with an appropriately-stamped envelope.**

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