



Submission Guidelines

Classroom Materials

The CPCC Press can only conduct business electronically. We will not accept handwritten, typewritten, or documents submitted in unusable/outdated formats. We apologize, but no portion of your submission will be returned.

Required Documents:

Please one (1) copy of each of the following:

1. Completed Author Questionnaire
2. Author Bio
3. Completed workbook/text material
4. Copies of supporting documentation of qualifications for authoring text topic.
5. **ALL materials intended for use in a classroom must include written approval by your division director/principal.** An Email from your Division Director/Dean/Principal noting this approval will suffice.

A recent photo may be required if your manuscript is selected for publication. You can either provide us with **one (1)** now, or we can have a digital photo taken of you during the publication process.

When submitting your manuscript, you must:

1. Double-space everything, including notes, bibliography, and long quotations.
2. Leave wide margins--at least one inch on all sides.
3. Number the pages of the manuscript consecutively throughout.
4. Avoid using fancy fonts, text boxes, tables, and tabs.
5. Include your name, phone number address and email in the footer of each page.

PLEASE NOTE SUBMISSION EVALUATIONS CAN TAKE SEVERAL WEEKS. YOU WILL BE NOTIFIED BY EMAIL ONCE YOUR EVALUATION IS COMPLETE. PLEASE MAKE SURE YOU PROVIDE A WORKING EMAIL ADDRESS. PLEASE ALLOW US THE OPPORTUNITY TO INITIATE CONTACT ONCE YOU'VE SUBMITTED YOUR MANUSCRIPT.

Illustrations

Photocopies are sufficient while a manuscript is under consideration, but final, camera-ready art is needed before design and production can begin. Unless otherwise agreed, it is the author's responsibility to furnish all artwork. You must furnish the best possible quality, sharp-focus illustrations in 300 dpi or better.

All illustrations should be numbered, preferably on the front (in the margin), in some kind of working order, keyed to the captions and to the manuscript. Furnish captions as a separate list, double-spaced, not pasted onto individual illustrations. (A typed copy of the caption may be taped onto the back of the illustration.) To avoid damage, never write on the back of prints, never use paperclips, and never attach illustrations to manuscript pages. Package illustrations carefully with cardboard for mailing. Do not roll the art unless it is oversized and flexible. Oversized art should be avoided, if possible. Art that is larger than 11" x 17" may not fit in conventional scanners, is difficult to mail, and risks being damaged in handling.

The CPCC Press reserves the right to employ its own art/illustrator should the author's suggested art/illustrator not meet or fulfill the CPCC Press vision or standard.

- **Line art:** If you plan to reproduce previously published maps, charts, diagrams, or other forms of line art, you should send us photocopies before having prints made so that we can check for reproducibility. Remember that the type on the original art must be large enough to be legible if reduction is necessary. If you plan to draft original line art, or to have someone else draft it, check with the Press first, especially if you plan to use screens (Chart Pak, Zipatone, etc.). The production department will probably ask to see a sample before you invest time or incur expense. Line art provided on disk must be accompanied by a printout. Furnish the Press

with the name and version of the software used. Consult with us first if the software is old or not well known. We may not be able to work with the disk.

- **Halftones:** Black and white (B&W) photographs should be the highest quality you can provide. Historical photos, field photos, or any others that may be difficult to reproduce well should be discussed with the editor and/or designer. Furnish 5" x 7" or 8" x 10" glossy prints, if possible. The number of the illustration should be affixed to the front of the photograph, in the margins. If there is not an adequate margin, put a pre-typed label on the back of the photo. Do not write directly on the back of the photo.
- **Color Illustrations:** Color illustrations in digital format may not be usable. Be sure to check with your editor. If your book is going to include both color and B&W photographs, be sure to discuss the numbering of the illustrations with your editor. Frequently, for reasons of economy, color photographs are often limited. In this case, you need two different sets of enumerations: one for the B&W photos (aka, "figures") and another for the color illustrations (aka, "plates").

Editing, Design, and Production

You are the expert on the topic of your submission, therefore we rely heavily on you to read your final draft in its entirety checking for clarity, continuity, and accuracy. The Press will be able to assist you in ensuring proper use of grammar, spelling, and punctuation; impose consistency and house style in such matters as capitalization, punctuation, and treatment of foreign words; and check the notes against the bibliography. We may also call your attention to what seem to be examples of unnecessary repetitions, unclear phrasing, faulty transitions, or verbosity. The editors will not attempt extensive rewriting or alteration of your basic style. Press copy editors generally follow the guidelines of the *Chicago Manual of Style*.

You will be sent a copy of the manuscript showing suggested revisions. Your review of the copyedited manuscript is the most important part of the publication process. This is the time to make sure that every aspect of your submission is just as you want it. You will receive instructions on how to mark any additional changes on the manuscript and answer all queries. We will give you a deadline for returning the edited manuscript. At this stage and throughout the production process, you must return materials promptly in order to meet the projected publication date.

Permissions

It is the author's sole responsibility to secure written permission for the reproduction of any material owned by others, beyond what is covered by "fair use." According to the *Chicago Manual of Style* (4.51-4.58), fair use "allows authors to quote from other authors' work or to reproduce small amounts of graphic or pictorial material for purposes of review or criticism or to buttress their own points." Use of any literary work in its entirety does not constitute fair use. It is also the author's responsibility to pay any permission fees. Author must also obtain written permission to publish any quotes used in narrative discussion for purposes of research or otherwise by said party quoted prior to publication of manuscript.

Sales

The publishing process is not complete until the audience is reached. CPCC Press has a standing relationship with Follett bookstores. As opportunities arise, classroom materials may also be promoted to other institutions. The CPCC Press reserves the right to propose or refuse marketing, promotional or public relation methods at any time.

Submitting your Documents

See the following check list to ensure all documents are included in your submission packet. Please do not fold documents. Please use a large enough envelope so that your documents are received neatly and unfolded.

Internal Mail: CPCC Press
HL/PD 218
Central Campus

External Mail: CPCC Press
PO Box 35009
Charlotte, NC 28235

Questions?

Please contact the CPCC Press by email cpccpress@cpcc.edu or by phone (704) 330-6789. Or visit us on the web at www.cpcc.edu **KEYWORD:** Press.