Guide For Prospective Authors Submitting Manuscript Proposals

PLD Learning Resources is an Australian company specialising in the publication of resources for 3 to 11 year olds. The company was established in 2007 and currently publishes over 85 items. PLD Learning Resources publishes resources which have been designed by Speech Pathologists, Occupational Therapists and Teachers for use in schools and the home. The range is marketed throughout Australia and internationally.

All of PLD's resources have a solid foundation supported by research and trialling/testing. All proposed materials must have progressed through a process of trailing in classrooms or in a therapy setting (i.e. Speech Pathology or Occupational Therapy setting.) PLD is seeking proposals from Speech Pathologists, Occupational Therapists and School Psychologists.

PLD's resources are produced under the following learning areas.

Skill Set 1
Oral Language Skills

- Semantics and vocabulary
- Narrative
- Speech
- Comprehension
- News Telling and activity retelling

Skill Set 2
Perceptual Motor Skills

- Fine motor skills
- Gross motor skills
- Handwriting

Skill Set 3
Literacy Skills

- Pre-literacy or emergent literacy skills
- Phonological awareness
- Spelling and decoding
- Alphabet
- Phonics
- Writing

An age group is clearly defined on all PLD Learning Resources. This means that prospective authors must have expertise in identifying the defining age appropriate milestones that relate to their submission.

Currently, PLD produces resources in the following formats:

- Classroom Packs (These may contain a combination of instruction manuals/booklets, cards and posters.)
- Books (These encompass instruction manuals and assessments which, in some cases, may include a black line master component).
- Charts
- Cards (flash cards)
- Posters (A3 size)
- Game boards

Other formats may be considered based on the merits of the submission.

General Information

- PLD Learning Resources does not accept electronic or email submissions. All manuscript submissions must be in hardcopy format (and PDF) and posted to: **Editor/Manuscript Submissions, PLD Learning Resources, 116 Parry Street, Perth WA 6000, Australia.** Please see the *Check List For Submitting A Manuscript.*

- PLD Learning Resources does not accept responsibility for the loss, or damage to unsolicited materials received. The author must always retain the original manuscript of the submission.

- Proposed manuscripts for publication are selected on the basis of:
  - The quality and presentation of the manuscript.
  - The merits of any trialling that it has undergone.
  - The potential that the manuscript holds to fill a need in the market.
  - How the manuscript compliments the existing PLD range.
  - It being part of a series of resources/books as these are viewed more favourably than a single manuscript.

- Prospective authors are encouraged to resubmit new materials for review even if previous submissions have been rejected.

- Prospective authors must ensure that no copyright issues exist. This is the responsibility of the author to check with the Copyright Agency of Australia (CAL) that copyright has not been breached.

- Please remember that authors are protected by Australian law. As soon as materials are written, all materials are copyrighted to the creator automatically.

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The Submission Process

Many parties(professions/departments) and stages are involved in publishing books and other resources. Depending on the size of submissions, the following generally applies.

Receipt of the prospective manuscript:

- Upon receipt of the manuscript, an acknowledgement of receipt will be emailed or posted.
- The review of the manuscript may take up to 6 months.
- If the manuscript is not accepted, a standard letter will be sent with the returned manuscript. ***Please note that PLD Learning Resources has a policy of not providing feedback on submissions that are not accepted.***
- Manuscripts that have not been accepted by PLD Learning Resources may be submitted to other publishers.

The review process:

- All manuscripts are subject to a rigorous viewing and editing process. Typically this involves input from most, and in some cases all, of the following expertise/departments/positions:
  - Diana Rigg (Chief Editor)
  - Sub Editor
  - Design Coordinator/Editor
  - Input from the disciplines of Speech Pathology, Occupation Therapy and Education
  - Marketing and Development
  - Production Assistants/Coordinators
  - Supporting Graphic Designers and Illustrators
  - Independent Consultants (eg: Lawyers, Printers on occasion)
- If the proposed manuscript is likely to be accepted, in its submitted form, then the author/s will be notified and a contract will be sent to the prospective author/s.
- Edited manuscripts will be sent back to authors for final amends. (e.g. Reviews by the editor and consultants etc. will involve a list of suggestions.) The editor in conjunction with the author will work through a process of which suggestions are acted upon and which are rejected. It is the responsibility of the author to resubmit the manuscript with all agreed upon final changes made to the manuscript before it is presented to the design team and the publication contract will be ready for signing.

The Design And Production Process

PLD Learning Resources employs experienced and talented Graphic Designers and Illustrators. All learning resources are designed to achieve the highest marketing results. In general the following applies:

- Design Coordinator/Editor provides input to the Chief/Sub Editors for how a manuscript may be presented for publication.
- Graphic Designers and Illustrators develop the artwork and provide proofs in collaboration with the Chief/Sub Editors and Design Coordinator/Editor. Proofs are provided to a number of parties and for a number of reasons.
- Once the final artwork is approved by all parties concerned, the resource is sent to print. Two complementary copies are sent to the author.

On some occasions, initial design and illustration concepts may be developed to initiate the editing, development and marketing phases.

Question: **Does the author incur any costs having their book or resource published?**

Answer: **No.** PLD Learning Resources accepts all costs involved in publishing, printing and marketing all products accepted for publication.

Question: **Does PLD accept submissions by teachers?**

Answer: PLD Learning Resources product range has primarily been designed by Speech Pathologists and Occupational Therapists. In cases where a submission made by a teacher is strong, Speech Pathology and Occupational Therapy review recommendations will be made and the teacher will likely be required to refine their submission in line with the recommendations made.

Question: **How does payment occur for submissions accepted for publication?**

Answer: PLD Learning Resources presents a base contract to prospective authors. Typically authors are paid by royalties which are calculated as a percentage of sales generates from the published resource. This amount will vary from product to product. Royalties are paid on a 6 monthly basis and are largely determined by PLD's company policy and industry standards. Occasionally a one-off payment is offered in the contract for selected materials.

Question: **If I am published by PLD and I am paid royalties for my manuscript do I lose copyright ownership of my work?**

Answer: Authors retain copyright of their own material, but PLD Learning Resources retains a licence to reprint and market the materials as well as a copyright on the design layout and the artwork used for the specific publication.

Question: **How long does it take to publish a book/resource?**

Answer: The review process can take up to 6 months; the production process can take at least 3 months and the release to market up to 6 months. In many cases the entire process can happen more rapidly than this. Many factors determine the timing, in addition to when in the year the submission is presented.

Question: **Can I submit artwork to go with my manuscript?**

Answer: <u>**Please do not submit any artwork or illustrations with your manuscript**</u>. PLD Learning Resources employs Graphic Designers and Illustrators to produce this in line with their over arching style and marketing. Prospective author's may submit ideas (in the form of rough sketches) to convey a concept. Where an author may have a list of worksheets that contain illustrations, it is preferable that the author do a rough sketch for the first one or two worksheets and then submit a written list for what should be contained in following like worksheets. All design/artwork and illustrations remain the copyright of PLD Learning Resources.

Question: **What happens if PLD accepts my submitted manuscript?**

Answer: If PLD Learning Resources decides to publish a submitted manuscript then a contract will be issued. If this contract is accepted by the author/s, PLD Learning Resources will accept all costs to design, to publish, market and distribute the resource. ***Please note that no agreement to publish exists on behalf of either party until a final reviewed and amended manuscript/s have been received and until contracts have been finalised.***

CHECK LIST For Submitting A Proposed Manuscript To PLD Learning Resources

Author/s submitting manuscripts should ensure that the following checklist is complete.

☐ 1. Complete and sign the **Release Form**. Multiple manuscripts can be submitted at once by the same author/s but a separate **Release Form** must be filled in for each individual manuscript. In the case where a submission consists of multiple manuscripts (eg: 4 different manuscripts representing 4 different resources to make up a progressive program or series/range) then tick the '**Yes**' box on the **Submission Form** that indicates if the manuscript is part of a progressive program or series.

☐ 2. Complete and return the **Submission Forms**.

☐ 3. Remember to include within the fully completed manuscript:

- A **Foreword** or **Authors Note**.

- A **Table Of Contents** or **Overview Of Contents.**

- Clearly numbered pages.

- A proposed title and sub-title for the learning resource.

- Recommended age for the focus of your manuscript (eg: A program for 4 to 5 year olds). Please include this under the subtitle.

- Typed pages that are clearly laid out. Please present in 12pt Times New Roman or Times font. Allow plenty of space between lines and clearly indicate paragraph breaks.

- Also make sure that titles and subtitles within the proposed manuscript are clearly indicated. These should be in a bold font with clear sizing distinctions. Instructions for activities, tasks etc. should also be clearly identified.

- Provide 2 complete copies of your manuscript.

- Rough sketches only **(no artwork or illustrations)**. Refer to FAQ's.

☐ 4. Remember to check that the manuscript is your own work and free from copyright claims. It is recommended that if prospective authors are not confident of their work being free from copyright claims, direct reference with the Copyright Agency of Australia (CAL) is recommended.

☐ 5. Please provide an electronic copy of the manuscript **(in PDF format only)** along with a printed hardcopy version. Make sure both versions are identical. **Remember to retain the original copy of the manuscript for your own records.**

☐ 6. Ensure that your manuscript is **proof read and is clear to follow** before submitting it. Complete a spelling and grammar check.

☐ 7. Send a stamped/pre-paid and self-addressed envelope or post pack for the return of the manuscript should it not be selected for publication. Please note that if this is not included, the submitted manuscript will not be returned to the author.

☐ 8. Submissions are to be posted to: **Editor/Manuscript Submissions, PLD Learning Resources, 160 Stirling Highway, Nedlands WA 6009, Australia.**

**See the *Release Form and Submission Form* on the following pages.
Place these completed forms on the top of your submission.**

Remember!

**Submissions that do not contain this fully completed form
will not be viewed by PLD Learning Resources.**

**Clear submissions are more likely to indicate that your work is well thought out
and will facilitate the viewing process.**

RELEASE FORM: To be completed by author/s submitting manuscripts.

Please tick appropriate box: ☐ Sole Author ☐ Multiple Authors (Indicate number of:_____)

I/We wish to submit for PLD Learning Resources's consideration the ideas, writings, products, processes and/or materials described in the enclosed documents. I make the submission for consideration with the following understandings:

- My/Our submission is made openly and PLD Learning Resources assumes no obligation by considering it.
- PLD Learning Resources will review my submission and consider the proposal on the basis of the ideas and content in addition to the feasibility of the production, marketing and saleability of the resource.
- PLD Learning Resources may study my submission in any way it chooses.
- My/Our submission (part or whole) has not been previously published in any form or format for which I/we have been paid or not been paid.

Sole Author:

Name: _____

Date: _____ **Signature:** _____

Full Contact Address: _____

Telephone: _____ **Mobile:** _____

Multiple Authors:

Author Number 1:

Name: _____

Date: _____ **Signature:** _____

Full Contact Address: _____

Telephone: _____ **Mobile:** _____

Author Number 2:

Name: _____

Date: _____ **Signature:** _____

Full Contact Address: _____

Telephone: _____ **Mobile:** _____

You may photocopy this form if more than 2 authors.

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SUBMISSION FORM

The following forms must be filled in and placed after the **Release Form**. Then place these forms on top of your proposed manuscript.

Details About Submitting Author/s

Please tick appropriate box: ☐ Sole Author ☐ Multiple Authors (Indicate number of:_____)

Other author's name/s:_____

Photocopy this page and fill in for each contributing author.

Author: _____

Address: _____

Landline phone number: _____(Home) _____ (Work)

Mobile phone number: _____ Email _____

Please attach your current CV. **Please Note:** CV's must included qualifications, current employer, employment history and a photocopy of qualifications.

List books/resources or articles that you have written or contributed to. Include title, publisher, year published and ISBN. Please attach copies of any articles.

_____

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_____

_____

_____

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Overview Of The Proposed Resource/Manuscript

Proposed title of the resource: _____

Proposed sub-title of the resource: _____

200 word summary of the resource:_____

_____

_____

_____

_____

_____

Primary objectives of the resource. (This can be added to under primary and secondary goals - page 5).

_____

_____

_____

_____

Format and component/s of the resource (eg: classroom pack, cards/charts, books): _____

_____

Is this resource/manuscript part of a progressive program or series/range of resources that you are submitting?

☐ No ☐ Yes. If yes, list the other titles that are being submitted to make up the program or series/range.

_____

_____

_____

_____

_____

Fill in separate **Release Form and Submission Form** for each of the submitted manuscripts listed above.

Age range for which the resource has been designed (please also type this age related information on your manuscript under the subtitle).

Age _____ to _____   Target school year _____ to _____

Subject area being targeted in the resource. Please refer to the list of learning areas on page 1 of this ***Guide For Prospective Authors***. In some instances, more that 2 areas/sub categories may be listed.

_____

Primary targeted audience to sell to or what is the suggested market for the resource. *More than one box can be ticked. Please supply any additional information below.*

☐ Teachers/Educators   ☐ Parents   ☐ Speech Pathologists   ☐ Occupational Therapist

Additional information: _____

_____

For use with targeted child population.

☐ Regular   ☐ Gifted   ☐ Learning Difficulty   ☐ Other (please explain): _____

_____

What is the suggested format for the resource. Please refer to the list of formats on page 1 of this document.

☐ Classroom Packs   ☐ Books   ☐ Cards   ☐ Charts   ☐ Poster/s   ☐ Game Boards

☐ Other _____

For the remaining questions on this form, you may include/attach any documentation or information to support your answers. Please clearly label supporting documentation with your name, date, question being answered and title of the resource/manuscript (as you have put above).

What is the history of this resource/manuscript? _____

_____

_____

How was the resource/manuscript developed? _____

_____

_____

Provide details about how the resource/manuscript has been tested/trialled. Make it clear if the whole or just parts of the resource has been trialed. Include any case studies done in relation to this.

_____

_____

_____

Has the testing/trialling process provided you with any insights and how did you implement any need for change within the resource/manuscript?

_____

_____

_____

_____

What research theories/models/studies underpin the effectiveness of the proposed resource/manuscript?

_____

_____

_____

Identify three related products that already exist on the market?

Product/Resource 1:

Title: _____

Publisher: _____Year _____ ISBN: _____

Product/Resource 2:

Title: _____

Publisher: _____Year _____ ISBN: _____

Product/Resource 3:

Title: _____

Publisher: _____Year _____ ISBN: _____

How is the proposed resource/manuscript different from that which is already on the market?

_____

_____

_____

How is the proposed resource/manuscript better than available/published products?

_____

_____

_____

What are the primary goals/outcomes that the proposed resource/manuscript will achieve?

_____

_____

_____

What are the secondary goals/outcomes that the proposed resource/manuscript will achieve?

_____

_____

_____

What would schools and parents value most about the proposed resource/manuscript?

_____

_____

_____