



NEFC Book Proposal Submission Guidelines

About NEFC

Founded in 1981, Northeast Foundation for Children, Inc., (NEFC) is a nonprofit educational organization whose mission is to foster safe, challenging, and joyful elementary classrooms and schools. NEFC carries out this mission by developing and promoting the *Responsive Classroom*® approach to teaching and learning. This approach consists of practical strategies for bringing together social and academic learning throughout the school day. NEFC publishes and distributes a free quarterly newsletter, books, a website, and other resources for teachers. It also offers professional development workshops, institutes, and long-term collaborations with schools and school districts. Please visit www.responsiveclassroom.org to learn more.

NEFC's Market

NEFC's market comprises elementary educators (classroom teachers, specialists, principals, and other school administrators), professors of education, and parents who believe that schools must be learning communities where the intellectual, social, and ethical development of *all* students flourishes.

NEFC's Publishing Program

NEFC welcomes proposals and manuscripts from individuals knowledgeable about elementary education. Our books are promoted through our quarterly *Responsive Classroom* newsletter (currently mailed to nearly 85,000 educators), our website (www.responsiveclassroom.org), our publications catalog (mailed each spring and fall), other educational catalogs, NEFC's workshops and institutes, and educational conferences.

How to Submit Your Manuscript or Prospectus

In order to consider publishing your book, we require a prospectus and a sample chapter or excerpt. Your prospectus should include the following information:

- Working title of the book
- Your name, professional title and affiliation, and contact information (mail, phone, fax, email)

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- List of your other published books or articles
- Anticipated date of manuscript completion
- Brief statement of the book's purpose
- Intended audience
- What would distinguish your book from other books in the field on this topic
- Anticipated length (number of words)
- Detailed outline of the book, including table of contents and brief description of each chapter
- Intended buying audience (for example, individual teachers, administrators, college faculty) and how the book would benefit that audience
- How the book would support NEFC's mission and goals

The Approval Process

Book proposals are reviewed by a committee whose members bring editorial and educational skills. Our review is based on how marketable the book is likely to be and how consistent it is with NEFC's goals and mission. In general, we seek to publish materials that are highly useful to practicing teachers.

This review committee discusses manuscripts with and makes recommendations to NEFC's publications manager, who makes product development decisions. The review process can take up to six months. Please let us know if your manuscript or proposal is accepted by another publisher during this time.

Once your proposal is accepted, we will contact you regarding contract terms and publishing rights. Some NEFC books are written as works for hire. In other cases, NEFC offers royalties after its investment has been recouped.

When a contract has been signed, you will be assigned a project manager, who will be your primary contact during the development and production phases of your book.

For more information, contact:

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