

## **SECA Guidelines for Submitting Book Proposals**

Each year, the Southern Early Childhood Association (SECA) publishes a limited number of books. SECA publications support high-quality experiences for young children, their families, and educators by advancing the best practices in, and knowledge base of, early childhood education.

Readers of SECA publications include teachers of young children, family and group child care providers, administrators, teacher educators, researchers, and people in allied professions such as social workers and education policy makers.

SECA suggests that authors review the Association's journal and books to become familiar with member interests, current offerings, and publications style before submitting book proposals.

### **Topics**

Books published by SECA address both the continuing interests of early childhood professionals and emerging ideas and issues in the field. Among topics considered are emergent curriculum for children from birth through age 8, professional development strategies, effective classroom practices that reflect sound theory and research, program administration, and relationships with families. Inquiries are always welcome.

SECA publications support constructivist approaches to child and adult learning, rather than offering prescriptive techniques. Collaborative efforts between academics and practitioners are encouraged.

### **Prospectus and Manuscript Preparation**

Potential book authors must submit a prospectus first. SECA does accept unsolicited proposals for consideration. Please include this information in the proposal:

- intent and purpose
- primary audiences
- approach
- abstract
- annotated outline or list of chapters
- special features
- sample chapter
- author qualifications and contact information

SECA is seeking readable, practical manuscripts that reflect and advance the knowledge base of the profession. Manuscripts should be prepared in current APA style (American

Psychological Association). This style includes: typed, double-spaced, wide margins, and cover page with a working title, authors' full names, degrees, affiliations, and mailing address (including e-mail address) for the lead author. Please submit proposals and manuscripts **by e-mail** to [editor@southernearlychildhood.org](mailto:editor@southernearlychildhood.org). If a hard copy of the manuscript or proposal is received in the SECA office, the author will be contacted to submit the document by e-mail.

Sharp, high-resolution photographs and graphics (children's art work, charts) to support the text may be submitted for publication consideration as well. Model releases for each individual pictured are essential. A sample model release is included in SECA's *Photo Guidelines*.

## **Review Process**

Members of SECA's Editorial Committee review book proposals to assure that the content is meritorious and reflects SECA positions. The review process generally takes about 3 months to complete.

Proposals may be accepted for publication or may be rejected. Authors are notified about the status of their material after a decision has been reached. If the proposal is accepted, negotiations will begin with the author about potential royalty agreements, book content and design, submission deadlines for the completed manuscript and illustrations and artwork.

## **Editing and Production**

Upon acceptance, authors assign copyright for their books to SECA. SECA maintains the right to edit, design, illustrate, publish, and market each accepted book manuscript. Manuscripts are edited to assure accuracy, readability, clarity, completeness, and consistency of text and references.

## **Reference**

American Psychological Association. *Publication Manual of the American Psychological Association*. Washington, DC: Author.

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