

## Proposed Product Submission Form

Please print

**Working Product Title:** \_\_\_\_\_

**Author(s):** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Product Classification:**  Elementary  Secondary

**Subject or Content Area:** \_\_\_\_\_

**Product Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Target Market:** \_\_\_\_\_

**Type of Product:**  Print Product  Game  Software  Other: \_\_\_\_\_

### Main Contact

Please provide the following information for **ONLY** the Main Contact.

*Unless otherwise requested, all correspondence regarding this submission will be sent to the email address listed below.*

**Title:**  Mr.  Mrs.  Ms.  Miss  Dr.  Other: \_\_\_\_\_

**Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ **Alternate Number:** (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_

**Business Name (if necessary):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

I am submitting a product proposal, manuscript, prototype, or idea to PCI Educational Publishing. I have read and understand PCI's Submission Policies and Instructions. I hereby certify that this work is my/our original creation, and that I/we have the sole right, title, and interest in this product. Furthermore, I certify that I/we have provided documentation to PCI if federal, state, or local government funding was utilized in the development of this product.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Main Contact*

## Proposed Product Submission Policies and Instructions

1. PCI Educational Publishing cannot legally process your submission or consider your submission for possible publication until we have received a completed, signed Proposed Product Submission Form.
2. Product submissions must include the following items:
  - a completed, signed Product Submission Form
  - a cover letter
  - a self-addressed, stamped return envelope (Be sure that your return envelope is large enough to hold all the materials you send to PCI.)
  - a copy of as much of your manuscript as possible (queries are NOT preferred) and/or a prototype of your product (please do NOT send originals)
3. Your cover letter should include the following:
  - each author's background with a specific focus on classroom and/or curriculum development experience and a resumé
  - the working title of your submission
  - a list of components including the number of pages and/or number of manipulative
  - the target audience (age and/or grade level; MR, LD, at-risk, general education, etc.; reading level of intended students), keeping in mind that PCI specializes in products targeting struggling learners and those with learning differences
  - the date product or idea was first written or developed
  - the results of field testing (if available)
  - the current educational research and standards related to product
  - research into possible competing products (How is your product different? How is it similar?)
4. Submissions that meet certain criteria will be reviewed by PCI's product development team. Upon receipt of your submission, PCI will send you an acknowledgment of receipt. Be aware that the review process can be complex and may take up to a year. If a year has passed, and you have not heard from PCI in six months, you may then email or call PCI to inquire about the status of your submission. Direct inquiries to PCI's Submissions Editor at [submissions@pcieducation.com](mailto:submissions@pcieducation.com).
5. Submissions that are accepted for publication will NOT be returned to the author(s). Those submissions not accepted for publication will be returned IF the author(s) has provided a self-addressed, stamped return envelope. If no envelope is provided, or if insufficient postage is provided, submissions will be discarded.
6. If any federal, state, or local government funding was utilized in the development of the product, then the author(s) must provide PCI with documentation outlining the funding at the same time the product is submitted.