

Guidelines for Writers

Simplified Biblical Training in Bite-Sized Books

Thank you for your interest in Authenticity Book House (ABH). ABH accepts solicited and unsolicited manuscripts. Please read and follow the guidelines below to ensure your work parallels the goals and mission of ABH.

ABH Mission:

What we do: publish simplified training materials for church leaders in bite-sized format (4" x 6"). We offer our material for translation to ministry partners around the world.

Our goal: to fill church libraries with educational books. These books include theological truths, training resources, and encouragement for daily living. We offer these resources in multiple languages and cultural settings.

Our niche: writing at a middle school reading level.

Our target audience: rural church leaders and congregants with limited educational access.

Inquiry Process—Please submit the following to abhinfo@abhbooks.com.

1. Query letter:

- Author's name, address, email address, and phone number.
- Synopsis of your manuscript.
- A statement describing how you believe your manuscript enhances the mission of ABH.
- Resource: http://www.writing.com/main/view_item_id/844651-How-to-Write-a-Query-Letter

2. Book proposal:

- A summary of your manuscript (not to exceed 50 words).
- An outline of your manuscript, including a chapter-by-chapter synopsis.
- Resources:
 - <http://www.marydemuth.com/store/get-published-2/fiction-proposal>
 - <http://www.marydemuth.com/store/get-published-2/nonfiction-proposal>

3. Author page:

- One paragraph sharing your personal relationship with Christ.
- A brief summary of your writing background.
- A brief summary of your ministry experience.

Evaluation of Initial Submission:

- Each submission undergoes an evaluation for publication and a brief critique. If ABH does not accept your manuscript, the critique comes back to you with your manuscript.
- If ABH has an interest in your manuscript, notification will arrive electronically along with instructions on how to proceed.
- All authors should hear from ABH within three months of submission whether or not a manuscript is accepted for publication.

Elements of a Bite-Sized Book:

Bite-sized books tackle major theological issues in small, easily comprehended doses without compromising biblical truths. To fit into our publishing parameters, please follow these guidelines:

- Words: 15-18,000 words.
- Simple text, graphs, charts, illustrations.
- Middle school reading level.
- Simple gospel presentation somewhere in the book.
- Avoid cultural slang and colloquialisms.
- Include appropriate documentation and support for your text.
- Avoid quotations and end notes as much as possible.
- Align your text with inerrant Scripture.
- Use active verbs.
- Limit passive voice (“to be” verbs, had, have, can, do, etc.).
- Use a story-telling style as much as possible. Choose stories relevant to readers in poor, rural cultures rather than stories reflecting American culture and lifestyles.
- Include three thought-provoking application questions at the end of each chapter.
- ABH prohibits the use of Artificial Intelligence for composing and editing manuscripts.
- Use ABH designated style manuals:
 - Chicago Manual of Style (The University of Chicago Press)
 - The Christian Writer’s Manual of Style (Zondervan)

Submission Process:

Prepare your manuscript as follows:

- Create an electronic version of your manuscript.
- Use either Times New Roman or Arial font (12 pt.).
- Double space text.
- Number the manuscript pages.
- Include your first and last name in a header.
- Submit your manuscript to abhinfo@abhbooks.com.

Editing Approach:

ABH uses a team approach to editing. This means each manuscript receives:

1. Evaluation by a group of editors and cultural consultants.
2. Developmental editing (re-wording and rearrangement of material).
3. Addition of culturally relevant material and applicational questions.

Editing Process:

Editing takes place one of two ways:

1. ABH staff edits and works with you throughout the writing process. This begins with the introduction and then with each chapter as they are written. ABH reserves the right to decide not to move forward with publication at any stage in the process.
2. ABH staff edits a completed manuscript for our needs and purposes (with permission from the author or publisher). Authors receive the right to dismiss the project if not pleased with the final product.

Needed Manuscript Topics:

1. A biblical view of church leadership.
2. The life of a pastor’s wife.
3. Defending the Christian faith.
4. The overarching story of the Bible.
5. Synopses of books of the Bible.
6. How to prepare and preach a sermon.
7. Establishing ministries within the church.
8. Daily living topics.