

## Submitting a Manuscript for Consideration as a Pendle Hill Pamphlet

Since 1934 Pendle Hill has sought to further its mission through its series of pamphlets. A pamphlet should express a Quaker perspective on a theme of contemporary importance. The topic may arise from an author's spiritual experience, religious concern, and/or special knowledge of a particular person or subject. Each pamphlet is designed to be read in one sitting. Six pamphlets are published each year, effective September 2014. Pendle Hill does not subsidize or pay pamphlet authors.

### Submission Guidelines

Manuscripts of no more than 9,000 words in Microsoft Word or similar word processing software should be e-mailed to [publications@pendlehill.org](mailto:publications@pendlehill.org). The author should include contact information, a title, a one-paragraph summary, a table of contents (if appropriate), and 200 words for the "About the Author" introduction in the front of the pamphlet. If the submission was initially prepared as a lecture, the author should be sure to adapt it as needed for the printed word. Discussion questions are generally drafted by Pendle Hill staff for the author's approval.

The manuscript should be double-spaced and paginated. The format should be consistent with the *Chicago Manual of Style* and the Pendle Hill style sheet. Pendle Hill prefers that authors use quotations from their original sources rather than quotations of quotations. Authors should be able to affirm that each quotation is fully accurate and consistent with its original context. Authors are encouraged to use their own words instead of a quotation when possible.

### The Initial Evaluation

Pendle Hill will acknowledge receipt promptly. Manuscripts are first reviewed by editorial staff. Those that are found suitable for further evaluation are presented to the Pamphlets Working Group. Authors will be informed of decisions in a timely manner.

### The Working Group's Process

Every member of the Pendle Hill Pamphlets Working Group receives each suitable manuscript and discerns for himself or herself if each one is consistent with Pendle Hill's mission and editorial standards. In advance of a group meeting, each member prepares a written evaluation of each manuscript without knowing the name of the author or other members' opinions. Factors important in members' discernment include:

- The importance of the topic;
- How well the content is developed;
- The quality of the writing;
- Whether the manuscript reveals a deep spiritual involvement by the author;
- The topics of recent pamphlets;
- The usefulness of the topic to the Society of Friends and the wider community of seekers.

After an opening period of worship, each member's evaluation is shared with the group. The working group weighs this guidance, raises questions as led, seeks options, and discerns what is in right ordering until unity is reached and a sense of the meeting has become clear. Only when the group senses that it is in unity with God's will, as best it can discern, will it go forward with a recommendation.

The working group will (1) reject the manuscript, (2) return it to the author with recommendations for revisions to be made prior to reconsideration by the Pamphlets Working Group, (3) accept it for publication largely as written, or (4) accept it for publication with recommendations for revisions to be made by the author prior to publication. A copyeditor works with the author of each accepted manuscript on final edits.