

Community Education Arts Press (CEArts Press)
Manuscript Selection Process and Editorial Policies

Community Education Arts Press (CEArts Press) is a division of **Community Education Arts, Inc.** (CEArts), a 501(c)(3) nonprofit all-volunteer-staffed arts organization.
Contact & submissions: info@cearts.org

Manuscript Selection Process:

1. Manuscripts will be competitively selected up to twice each year.
2. Submissions must be in English.
3. Submissions must follow CEAarts Press format guidelines (12 pt. type, Times New Roman, single spaced lines in Word doc or a shared Google doc)
4. Submissions may be fictional or non-fiction.
5. Submissions by individual authors or collaborations are accepted.
6. Submissions must be original work, written by the submitter(s).
7. All authors/contributors retain rights to their submissions.
8. All authors/contributors agree CEAarts Press and CEAarts may share excerpts online.
9. Manuscript submission is open to anyone over 16 years of age.
10. Cost of publication will vary depending on size, cover, and length of final book product selected by authors selected for publication.
11. ISBN number provided by CEAarts Press.

CEArts Press Editorial Policies:

1. Review policy

CEArts Press reviewers are experts in their fields and provide an objective assessment of the manuscript. Our policy is that reviewers should not be assigned to a manuscript if the reviewer is based at the same institution as any of the co-authors or the author has recommended the reviewer.

2. Authorship

All parties who have made a substantive contribution to a manuscript should be listed as authors. Principal authorship, authorship order, and other publication credits may be based on the relative professional contributions of the individuals involved, regardless of their status.

3. Acknowledgements

All contributors who do not meet the criteria for authorship may be listed in an acknowledgments section. Examples include a person who provided technical help, or an artist who provided artwork for the manuscript.

Please supply any personal acknowledgements separately to the main text to facilitate anonymous review.

4. Third party submissions

Where an individual who is not listed as an author submits a manuscript on behalf of the author(s), a statement must be included in the Acknowledgements section of the manuscript and in the accompanying cover letter. The statements must:

- identify the type of editorial assistance – including the individual’s name, company, and level of input
- identify any entities that paid for this assistance
- confirm that the listed authors have authorized the submission of their manuscript via third party and approved any statements or declarations, e.g. conflicting interests, funding, etc.
- where appropriate, CEArts Press reserves the right to deny consideration to manuscripts submitted by a third party rather than by the authors themselves.

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6. Declaration of conflicting interests

CEArts Press encourages authors to include a declaration of any conflicting interests.