



Clow PawPrints Publishing Center

Publishing a book is a voluntary activity available to all Clow students. Work must be of high quality and in final copy form. If a student submits a manuscript independent of their teacher, they must first complete the form on the back of this sheet. Both the finished manuscript and the completed jobsheet should be brought to the LMC and given to either Mrs. Frett or Mrs. Sparks. In the Publishing Center, documents will be typed by parent volunteers, printed and bound. Then the completed manuscript will be returned to the student for illustrating if they so choose. Completed manuscripts should be returned to the Publishing Center where it will receive a publisher's stamp. The student will receive a ribbon commemorating their publication, have their name announced during Friday announcements and pick-up their manuscript from the LMC.

If you have any questions please contact:

Mrs. Beverly Frett in the LMC at 428-6067

Mrs. Lee Sparks in the LMC at 428-6067

Mrs. Chris Bickler in the PC at 778-7678



Clow PawPrint Publishing Jobsheet

Individual Checklist

Author's Name _____ Class _____ Date _____

Book Title _____

Steps to Complete Before Delivery to the Publishing Center

1. First draft must be edited with a parent for the following conventions

_____	Spelling	_____	Grammar
_____	Capitals	_____	Sentence Structure
_____	Punctuation		

2. _____ Student rewrites or types draft. Please double space or skip lines on this copy.

3. _____ Indicate the ending of each page. Leave room for illustrations if desired.

4. _____ Include a dedication.

5. _____ Include *About the Author* background.

6. _____ Final check by parent. (Please ensure this copy is easy to read and understand by volunteers)

This manuscript is ready for publishing! _____

Parent Signature

Give completed manuscript and this form
to Mrs. Frett or Mrs. Sparks.