



Contribute

Brief notes for contributors



Introduction

1. At p4c.com we are always looking for interesting resources for our members. Before you submit them, please read our detailed guidance notes. If you are a member, you should check the website to ensure you are not duplicating ideas we have already published.
2. We want our resources to be concise and useful. We recognise that a single resource, such as a game or exercise, could be as short as half a page. We will designate this as a 'unit'. Normally, at the discretion of the editors, every resource submitted will be classed as having a number of units up to a maximum of 4. So, for example, a resource of 3 pages recommending a storybook and giving suggestions for its use might be classed as 4 units' worth of work. Longer submissions, such as sequences of lesson ideas, will be split into a series of shorter individual resources.
3. We will acquire units for the website in two ways:
 - i. We will acquire new material from members and pay ongoing royalties to them calculated according to the number of their units published as a proportion of the total number of units on the website. We will share 15% of our net revenue with member-contributors in this way. Payments will continue even when writers cease to be members for as long as their material remains on the website.
 - ii. We will seek permission to publish currently-published material (whether freely available or available to buy) in return for a one-off fee paid to writers or publishers. The fee will be based on our designation of a number of units for each resource (see our fee-based copyright and royalty agreement for details).
4. Because it would be administratively cumbersome to make royalty payments for a small number of units, we won't start paying you and we won't give you a 'contributor' role on the website you have submitted material equivalent to 10 points. At that stage we will ask you to sign a contract. Until then your contributions will be covered by our general terms and conditions. (See: <http://www.p4c.com/terms>)
5. We will make ongoing royalty payments for exclusive rights to publish contributors' work on the Internet. We will pay a flat fee for non-exclusive rights. Copyright will, where possible, remain with the authors.
6. We don't want good resources to get 'lost' in longer sequences of work so we may use some ideas from longer submissions as individual resources in their own right in several sections of the website.
7. If you are interested in becoming a contributor, please send samples of the work you intend to submit (after reading our detailed guidance notes on the structure of the website, submissions and the formatting of resources). **Send your samples of work to Steve Williams. Email: steve@p4c.com. If you would like to study our contracts for contributors, Steve can provide those too.**



Website sections

As p4c.com develops this document will develop with it. After each update, the document will be given a new version number.

p4c.com sections and contributions

Please study the sections and subsections of our website to familiarise yourself with the sort of resources are looking for. If you are a member, read any key documents, particularly the Concept-Stretcher Introduction. You could also use the 'Search' facility to cheque for duplication of ideas.



Submission guide

This submission guide is for the first submissions you make. When you are given a 'contributor' role you will be able to upload resources directly to the p4c.com website.

1. Please submit your material by email in MS Word format or as a Rich Text File. If you have MS Word 2007/8, please save the document as an older .doc version.
2. State clearly in your email the section of the website your submission is appropriate for (eg, inquiry builders, library).
3. Tell us if you are using material that is not your own and whether you have permission to use it.
4. We have to be very careful about copyright. We can't usually publish pictures (new or old) that you have acquired from the internet and pasted into your documents. However, if you want to refer to a text or picture that is published on the internet, you could consider putting a link into your resource by copying and pasting the address, like this:

<http://elvis.phys.lsu.edu/svoboda/post/figs/SumoWrestler.BMP>.

You can link in the same way to sound files and YouTube videos. Try to avoid internet sites with pop-ups or pages that aren't likely to be around for long. Be aware that most school intranets are heavily filtered.

5. Tell us in your email whether the material you submit has been published before, is already in the public domain (eg, on a website) or is new, unpublished work. If it is already published, please give details and tell us if you need permission to offer it to us from the publisher.
6. Please let us know if you are a member of p4c.com or intend to become a member.
7. In summary, your email with the resource attached will contain the following sections:
 - An opening message from you
 - Proposed website section for your resource
 - Original material? Explain
 - Permissions gained if needed
 - p4c.com membership status
 - Attached document in MS Word (if Word2007/8, save as older .doc version) or RTF

Send your email to: steve@p4c.com



Editing and formatting guide

1. Please check your submission for readability and accuracy. We are unlikely to accept resources that need a lot of reworking or editing.
2. Please use a maximum three levels of headings: a main title and only two levels of subheading.
3. Use Arial as the font for your submission because everyone has it on their computers.
4. Use single quote marks not double.
5. Don't use double spaces after punctuation.
6. Limit your use of capital letters to the minimum eg, use 'geography' not 'Geography' and 'primary schools' not 'Primary schools' or 'Primary Schools'. We adopt a general guideline that capitals should only be used for the names of people, places and institutions or organisations (eg, 'Lighthouse Primary School')
7. If you include graphics or images, limit the file sizes to less than 100k
8. We try not to use the expression 'etc'. The expressions 'for example' and 'such as' imply a selection has been made so, if they are used, 'etc' is redundant. If you want to suggest a longer list, try 'and so on'.

That's it! We look forward to receiving your material.

Steve Williams

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Co-director and co-editor of p4c.com

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