

# RU Institute Comprehensive Submission Guidelines

Welcome to the submission guidelines of RU Institute, a pioneer in disseminating transformative ideas and practices in education through various formats, including ebooks, physical books, workbooks, and online courses. Our mission is to promote innovative and impactful learning experiences. We invite authors, educators, and practitioners to contribute to our growing knowledge repository.

## General Submission Requirements

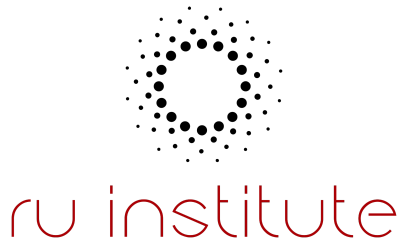
These requirements apply to all submissions, regardless of format:

- **Originality and Rights:** Submissions must be the original work of the author(s) and not previously published or under consideration by other publications or media. Authors must have the rights to all content and images used.
- **Ethical Standards:** Submissions should adhere to ethical research and publishing standards, avoiding plagiarism, data falsification, and other misconduct.
- **Language:** Submissions must be in English, with spelling and grammar to a professional standard suitable for publication.
- **Biographical Information:** Include a brief bio for each contributor, outlining their professional background, research interests, and any relevant publications.

## Format-Specific Guidelines

### Ebooks, Physical Books, and Workbooks\*\*

- **Proposal:** Initially, submit a proposal outlining the book's concept, target audience, table of contents, and sample chapters (if available). Proposals should not exceed 10 pages.
- **Manuscript Length:** There is no strict word limit; however, clarity, depth, and relevance should guide the length of the manuscript.
- **Formatting:** Please submit your manuscript in .docx format, using a clear, readable font (e.g., Times New Roman 12pt), double-spaced.
- **Images and Tables:** High-resolution images and tables should be appropriately labeled and referenced in the text. Include permissions for any copyrighted material.



## Online Courses

- **Course Proposal:** Submit a detailed course outline, including objectives, target audience, module summaries, and assessment methods. Highlight any unique pedagogical approaches or technologies you intend to use.
- **Content Format:** Course materials can include video scripts, slide decks, reading materials, and interactive activities. Specify any technical requirements or platform-specific content.
- **Accessibility:** Ensure that course materials adhere to accessibility standards, providing alternative text for images, captioning for videos, and readable fonts for texts.

## Review Process

Submissions are reviewed by our editorial team and subject matter experts to ensure they meet RU Institute's standards for quality and relevance. Authors may be asked to revise their submissions based on feedback.

## Submission Process

- **Initial Proposal:** Send your initial proposal or manuscript to [insert submission email or platform here]. Include "Submission:" followed by the format (eBook, Book, Workbook, Online Course) and the title in the subject line.
- **Review and Feedback:** Our team will review your submission and provide initial feedback within [insert typical timeframe here].
- **Full Submission:** If your proposal is accepted, you will be invited to submit your full manuscript or course materials for final review.

## Contact Us

For any inquiries or further information regarding the submission process, please contact Dr. Timothy M. Stafford - [tmstafford@ruinstitute.com](mailto:tmstafford@ruinstitute.com).

We look forward to your innovative contributions to the field of education and learning. Together, we can create impactful resources that inspire learners, educators, and practitioners around the globe.