

Oxfam Catalogue for Schools 2007 Education Resource Submission Form

Introduction

Ensure you have read the accompanying ***Oxfam Catalogue for Schools: Resource Submission Guidelines*** carefully before completing this Submission Form.

Please also refer to the frequently asked questions (FAQs) on our website (www.oxfam.org.uk/coolplanet/cataloguesubmissions) if you want to know more about the submissions process or if you do not understand anything on this Submission Form.

To submit a resource for inclusion in the *Oxfam Catalogue for Schools*, please complete this form **IN FULL**. We need this information so we can assess the suitability of your resource for inclusion in the Catalogue, and, if selected, to help us market and distribute your resource through the Catalogue and website as effectively as possible. Resources submitted with incomplete forms will not be considered.

The deadline for submission is Friday 8th September 2006

We have tried to keep the Submission Form as short and easy to complete as possible. The form is in two parts. **Part One** provides us with essential information about the content, subject matter and target audience for the resource you are submitting. **Part Two** provides equally vital pricing, packaging and distribution information.

Please complete both parts of the form.

Please note: If you do not fully complete this form and send all requested accompanying information (including a cover scan) to reach us by the submission deadline, you run a serious risk of your resource(s) not being considered for inclusion. We regret that this policy is essential to conserve Oxfam's time and money.

Instructions for resource submission

1. **Read the accompanying Submission Guidelines carefully.** This will help you assess the suitability of your resource against our criteria.
2. Complete a Submission Form **IN FULL** for **each** education resource you wish to submit for consideration. Please ensure hand writing is legible if you are filling it in by hand.
3. Send us **2 hard (printed) copies** of this form along with **2 copies** of each resource you are submitting, to reach us no later than **8th September 2006**, to: Anna Luise Laycock, Development Education and Youth Team, Oxfam GB, Oxfam House, John Smith Drive, Cowley, Oxford, OX4 2JY
4. Send a high resolution (at least 300 dpi) cover scan of the resource to schoolscatalogue@oxfam.org.uk Please state the name of your resource and your organisation in the email subject heading.
5. If you have questions not answered by the Submission Guidelines or the FAQs, please address any enquiries in the first instance by email to: schoolscatalogue@oxfam.org.uk
6. We will contact you as soon as possible after the deadline to inform you if your resource has been accepted for inclusion.
7. We regret that, due to postage costs, resources submitted for inclusion will not be returned to the publisher.

PART ONE – Information about the resource

Full title of resource:

Submitted by (your name):

Organisation/Publisher:

Please do not write in the shaded boxes. These are for Oxfam's use.

Checklisted by:

Target audience (please circle as appropriate):

- | | | |
|-----------------|-------------------------|-----------------|
| Early years | Primary | Secondary |
| Tertiary sector | Youth workers | Educationalists |
| Young people | Other (please explain): | |

Age coding (please circle as appropriate):

- | | | |
|-------------|-------------|--------------|
| 3-5 years | 4-7 years | 7-11 years |
| 11-14 years | 14-16 years | 16+ 18+ |

Please supply an 80-word description of the resource, which could be used as text in the catalogue:

.....
.....
.....
.....
.....

Key Words: please choose up to six words describing the subject matter, using the geographical and themed Index (see Appendix 1 at the end of this form).

- | | |
|---------|---------|
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

Section Headings: please refer to the Section Headings list in Appendix 1 and state:

Which one section should this resource appear in?

.....

To which sections should this resource be cross-referenced?

.....

Does the resource meet the requirements of the English, Welsh and/or Scottish schools curriculum? *Please explain which and how.*

.....

.....

Checklister comments:

Is the content up to date, does it have at least two years' life, and is the subject-matter of relevance around the UK i.e. is it of interest to more than one region or community?

.....

.....

Checklister comments:

Does the resource have any sponsorship or is it co-funded? *If so, which or by whom? Please be aware that Oxfam has an Ethical Corporate Policy with which we must of course comply.*

.....

.....

End of Part One. Please continue and complete Part Two fully.

PART TWO – Publishing information about the resource

This information is essential to us. Please complete this section fully.

Resource information

ISBN (if known):

Title:

Subtitle:

Author:

Series Title:

If supporting online material is available, please give us the web address here:

.....

Please supply an high resolution electronic image of the cover of your resource (at 300 dpi).

Send to: schoolscatalogue@oxfam.org.uk

NB we can accept Jpeg (.jpg) or Tiff (.tif) files, but not pdfs. Please state the name of your resource and your organisation in the email subject heading.

Cover image sent? Y/N

Publisher information

Publisher name:

Publisher contact person:

Address:

.....

.....

Telephone: Fax:

Email:

Web address:

Distributor/Supplier information *(please complete only if different to publisher)*

Supplier name:

Supplier contact person:

Address:

.....

.....

Telephone: Fax:

Email:

To which address should we send orders? Publisher or Supplier
(Delete as applicable)

Publication date: Publishing year (calendar):.....
NB we are generally unable to accept resources that are unpublished by the submission deadline.

If as yet unpublished, please indicate expected month of availability:

.....

Please give details of any market restrictions. (Is there anywhere in the world we can't sell this?):

.....

.....

Packaging

Type of binding / packaging:

Is this a multi-component pack? Yes/No

If Yes, you agree that it will be delivered made up to our warehouse and that the title of the pack will be clearly indicated on the packaging. If we are delivered loose components we will deduct our costs for making up packs from your invoice before payment.

If Yes, please indicate type of packaging:

Paper envelope Plastic envelope Plastic folder

Plastic bag with/without seal/ziplock Paper/card folder

Card box Plastic box Other (please describe)

Physical Contents *(please use a separate sheet if necessary)*

Teachers' book(let)(s) *No of booklets, and No of pages for each:*

Video cassette *Format:..... Duration:*

Photo cards *Format: Quantity:*

CD-ROM *Platform:*

Posters *Format: Quantity: Folded/rolled?*

Audio cassette *Duration:*

DVD *Duration:*

Map *Format: Folded/rolled?*

Other - *please specify*

Price and discount information

Your list price (excluding VAT if charged): £

Is VAT applicable to this resource?	Yes / No
<i>*If the answer to the above is 'Yes', then you <u>must</u> also answer the following VAT questions:</i>	
What is the amount of the full Excluding VAT price that is liable to VAT: £.....	
What is the amount of VAT charged on this resource: £	
What is the percentage of the price of the resource that has VAT on it:%	
If this is a multi-component pack containing items that would normally carry VAT, or if this is a single item that would normally carry VAT (for example, a CD, video cassette, DVD, poster, photo cards, workbook) and you are not including VAT in your price is this because:	
<input type="checkbox"/> We are not registered for VAT, and so don't ever include it in our prices	
<input type="checkbox"/> We think that, because we are a registered charity, we do not have to charge VAT	
<input type="checkbox"/> We are not sure if this price should have VAT charged on all or part of the price, so we have not added any VAT	
<input type="checkbox"/> We have had a ruling from our local Customs and Excise office that this pack/item does not carry VAT/carries VAT at zero rate	

Discount available to Oxfam for bulk purchases?%

*We cannot operate the Oxfam catalogue on **less** than one third (33.3%) discount, normal trade terms. Many suppliers give greater discounts based on volume purchases. We cannot consider materials from publishers who can not offer at least 33.3% discount.*

Note that, on non-net materials, we add a small surcharge to the publisher's price to help defray the costs of running the Oxfam Catalogue for Schools.

Shipping costs

In accordance with normal trade practice, we do not expect to pay post and packing/ shipping costs for orders we place. If you expect to charge us these costs on stock orders, please show the basis on which you propose charging:

Shipping charges:

- We follow normal trade practices and do not charge trade customers for shipping
- We charge a percentage of the invoice value. If so, show % here
- We charge a per-item rate. If so, show rate here
- We charge a per-carton/parcel rate. If so, show rate here
- We charge on some other basis. If so, please explain here

.....

End of Part Two. Please see over for Appendix 1.

Submissions checklist – have you remembered everything?

Part One of the Submission Form is completed **IN FULL** Yes/No

Part Two of the Submission Form is completed **IN FULL** Yes/No

TWO printed copies of the Submission Form, completed by hand or electronically
PLUS

TWO copies of the resource being submitted are ready to send to:

Anna Luise Laycock, Development Education Team, Oxfam GB, Oxfam House,
John Smith Drive, Cowley, Oxford, OX4 2JY

Yes/No

AND

A **high-resolution cover image** of the resource has been emailed to:

schoolscatalogue@oxfam.org.uk

Yes/No

THANK YOU.

The closing date for submissions to be received is Friday 8th September 2006.

Appendix 1

Index (from January 2006 Catalogue) Please use this list to suggest where we should include this resource in the Catalogue's thematic/geographical index. This will help you answer the Key Words question in Part One.

<p>Continent and Country</p> <p>AFRICA Burkina Faso Egypt Ethiopia Gambia Ghana Kenya Mali Mozambique Nigeria Rwanda</p>	<p>Senegal Sierra Leone South Africa Sudan Tanzania Uganda Zimbabwe</p> <p>LATIN/SOUTH AMERICA Bolivia Brazil Caribbean Chile</p>	<p>El Salvador Honduras Mexico Peru</p> <p>ASIA Afghanistan Bangladesh Cambodia China & Taiwan India Indonesia Nepal Pakistan</p>	<p>Philippines Thailand</p> <p>EASTERN EUROPE Albania Former Yugoslavia</p> <p>MIDDLE EAST Iraq Israel Lebanon Palestine</p>
<p>Theme</p> <p>Aid Cash crops Children Colonialism Conflict and peace Development</p>	<p>Disability Environment/Sustainable Development Families Food and farming Gender Health History Homes</p>	<p>Human rights Inequality Journeys Languages Play and pastimes Racism Refugees</p>	<p>Tourism Trade, fair trade and debt Textiles Transport Visual literacy Water Work</p>

Section Headings (from January 2006 Catalogue) Please use this list to suggest which section of the Catalogue you would expect your resource to be in, and use it to cross-reference your resource, as requested in Part One.

<p>Art and Craft Big Books Citizenship ITE and Continuing Professional Development Economics and Business Studies English Games and Simulations Geography Literacy Maps</p>	<p>Maths and Numeracy Science and Technology Non-fiction and Biography Posters Race Equality Reference and Post-sixteen Refugees Rights Secondary English, Drama and Media Studies Stories and Poems Sustainable Development</p>
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Disclaimer: Please note that Oxfam will make the final decision about how to classify/list your resource in the Catalogue.