

SAINT PAUL SCHOOL OF THEOLOGY
AT KANSAS CITY & OKLAHOMA CITY UNIVERSITY

TEXTBOOKS FAQ



What are the due dates for submitting textbook orders to the Academic Life office?

The due date is **FEBRUARY 1** for the following **Fall** and **January** semesters. The due date is **AUGUST 1** for the following **Spring** and **Summer** semesters.

In what format should I submit my order?

Complete the form attached below and either [e-mail](#) it (preferred) or turn in a hard copy to the Academic Life office in Kansas City (K204). We use all of the information listed below in order to ensure accuracy in acquiring the books for students.

TITLE and EDITION (include subtitle if applicable)	AUTHOR(S)	No. of PAGES	PUBLISHER and DATE	13-Digit ISBN (no dashes)	How many DESK COPIES Requested	REQUIRE or RECOMMEND	
						REQ.	REC.
SAMPLE Between Cross & Resurrection: A Theology of Holy Saturday, 1 st ed.	Lewis, Alan E.	450	Eerdmans, 2003	9780802826787	1	X	
Ethnography as Christian Theology and Ethics	Scharen, Christian and Aana Marie Vigen	261	Continuum, 2011	978-1-441-15545-0	2	x	
A Manual for Writers of Research Papers, Theses, and Dissertations, Seventh Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)	Turabian, Kate L.	466	University of Chicago, 2007	978-0-226-82337-9	2	x	
Research Strategies: Finding your Way through the Information Fog, Third Edition	William B. Badke	210	iUniverse	978-0-595-47747-D	2	x	
TOTAL No. of Pages to Be Read		937					

What information do I need to include when I order books for my courses?

When submitting your textbook order form, the information listed below is needed to ensure that the correct book(s) are ordered for your class:

1. Semester and year
2. Course name, number, and section
3. Name of instructor(s), including teaching assistants
4. For each book or resource, please include the following information:
 - a. Title and edition
 - b. Author(s)
 - c. Publisher and date of publication

**SPECIAL
INSTRUCTIONS**



i-digit number on the back of book or inside front cover)

number of desk copies requested, if applicable

- f. Required (REQ) or Recommended (REC) adoption status
- g. Any special instructions (e.g., books need to be in the bookstore by a certain date, etc.)

Why do I need to submit my textbook order so early?

On-time textbook orders have several advantages for you and the students:

1. Ensures that SPST will meet the deadlines of the recent Federal Mandate which requires us to post the textbook lists online at the same time the course schedule is published.
2. Eliminates problems ahead of time by verifying the availability of the book(s) and determines if a new edition has been released.
3. Allows Cokesbury a longer period of time to secure copies of books, and if needed, gives you time to select a replacement title if a book is out-of-print or out-of-stock. Sometimes out-of-print books can be custom published. Packaged, bundled, custom publications and print-on-demand books can take up to eight weeks longer than a traditional book to arrive. It also helps identify publishers, such as overseas presses, which have unique situations that require additional time to receive.
4. Assists Cokesbury in preparing for the coming semester, because Marilyn is often able to return any unsold books that are not being used to the publishers. If we know a book is being reused, we can reduce the costs associated with returning and then reordering books. This means more savings for students in the long run.

When should I expect to receive the desk copies I requested? We do our best to order desk copies 1-2 months before the semester begins; books normally arrive within a week or two if approved by the publisher. It is up to the publishers' discretion whether or not they will provide complimentary desk copies, and many have begun to charge for this service. Unfortunately there is no way for us to track the status of orders, other than to refer to the date we placed them with the publisher.

TEXTBOOK ORDER FORM

For **every semester** you teach, please fill out an order form for **each course** and return to [Academic Life office](#) (K204)

DUE DATES: **AUGUST 1** (for the following Spring & Summer) **FEBRUARY 1** (for the following Fall & January)

SEMESTER/TERM	Summer / 2012		
TODAY'S DATE	August 2, 2011		
COURSE NAME	DMin Praxis Thesis Seminar		
COURSE NUMBER	DMin 550	SECTION	
INSTRUCTOR(S)	Shannon Jung and Angela D.Sims		

(Include Assistants)

- **NOTES:** If books are needed in the bookstore at an earlier date than normal, please give **exact date** in the "Special Instructions" section. Due to limited space, Cokesbury may only have books on hand for the current and upcoming semesters.
- Desk copies for **Teaching Assistants** must be requested on this form by the due date under the "No. of Desk Copies" section. It is up to the publishers' discretion whether or not to provide desk copies for teaching assistants.