

SUBMISSIONS

To Literary agents & Publishers

*Which documents should you
have ready to send?*

COVER LETTER

Prepare a generic query letter which you should then tweak for each individual agent/publisher. As a minimum, include:

Title of manuscript/novel, word count

Genre, age group/market it is suitable for

A quick overview of the outline/plot

Brief background of the author, and other titles published

Your full contact details, including full name, postal address, country, email address, full telephone number including country code, website and social media accounts

SYNOPSIS/OUTLINE

Non-fiction: Prepare a brief outline of the main concepts, then a list of all chapters, with brief outline of each.

Fiction: Prepare two versions - a 500 word synopsis and a 1-2 page/1000 word synopsis (include all main plot points and ending)

MANUSCRIPT

Have at least three different versions of your manuscript ready - usually in Microsoft Word, size 12 font, double-spacing. These are the three most common variations asked for (only send one):

Full manuscript

The first three chapters

The first 10,000 words