

Angie Lucas
utahsouthidaho-ara@scbwi.org
888-555-1234

genre: young adult
category: non-fiction
word count: 204 words

Dear Critique-a-Palooza Participant,

This document will both “show” and “tell” you how to format your manuscript.

This first page is your cover letter/pitch/query letter. Introduce a little about yourself and the work you’re submitting, including comp titles and other common elements of a pitch letter. It’s nice to mention why you chose this particular agent/editor to review your manuscript.

Include a **header** on each page that includes your name, the title of your work, and the page number (see upper right corner).

Include the following information prominently on the first page (see upper left):

- **name and contact information:** email and phone number
- **genre:** board book, picture book, early reader, middle grade, young adult, etc.
- **category:** non-fiction, biography, and poetry
- **word count:** of the manuscript only, not counting the cover letter/synopsis

Sincerely,

Angie Lucas

angielucas.com / Twitter: @angielucas / Instagram: @angielucas

Synopsis

If you're submitting a middle-grade or YA book, this second page of your submission will be a **one-page** synopsis of your plot, to give context to the first 10 pages that follow. If you are submitting a board book or picture book, skip this page and start right into your manuscript.

Manuscript Guidelines

This is where your manuscript begins. From here, you may include the **first 10 pages** of your middle-grade or YA manuscript, or one complete picture book text. Note that the cover letter, synopsis, and manuscript are all contained in a single, multi-page document, which may not exceed **13 pages total**. Please do not submit these as separate files.

Format your manuscript in **Times New Roman, 12-point font**. Arial is also fine.

Your text should be **double-spaced**, with **1-inch margins** on all sides. We won't be getting our rulers out, but we will notice if you drastically alter the margins or font sizes in order to get more of your manuscript critiqued. :)

Save your file with the following filename: "YourLastName-Title-FacultyLastName." For example, mine might look like this: Lucas-DancingDragons-Fletcher.doc

Email your document in the form of an editable Word doc or Google doc to our manuscript coordinators, Beth and Melissa, at critiqueinbox@gmail.com by the deadline listed on the registration page.

Please use email subject line: "For Faculty Name: Title of Work." For example, mine might read "For Kate Fletcher: Dancing Dragons."

If you purchase multiple critiques, please send a separate e-mail for each manuscript you are submitting.

Special cases:

- If you're an author-illustrator, please submit your **text** according to the guidelines above, and you may **also** submit a picture-book dummy in PDF format if you wish.
- If you're submitting poetry, the guidelines above still apply, although your poems may be single-spaced with a double space between stanzas. If you're submitting a group of poems intended to be published as one book, include a page break at the end of each poem.

The End