

## **THE BUSINESS** **For Traditional Submissions** **Manuscript Format**

Black type

White paper -- at least 20 lb; at least 85-90 brightness

Margins: 1 inch to 1 1/4 inch all around

Left justified, rag right

Font: 12 point, readable serif font (Recommended: Courier, Times New Roman, Century Schoolbook, Bookman Old Style)

Double space

1st line of each paragraph indented (about 5 spaces); no space between paragraphs

Header, upper right: Last name, Title, Page Number

Continuous page numbering; do not start over with each chapter

No footer

No header on title page or 1st page

Title page includes contact info, word count

### **Query Letter**

Business letter format (single-space, no indent on paragraphs, 1 space between paragraphs)

Paper and fonts as above

Letterhead: Name, contact info

1 page

Present tense

### **Content**

Salutation

Hook: TV Guide "logline"

Mini-Synopsis: A character wants a goal because he is motivated, but he faces conflict

Optional Writing Bio

Conclusion: Title, genre, word-count; complete available; thank for time; hope for prompt reply

### **IF E-MAIL query specified:**

Use "Query" in subject line

No more than 1 screen

Same on font, point size format as above

No colors, emoticons, attachments (unless specified by agent/editor)

Be sure to include contact info

## Synopsis

Manuscript format

Double space

Present tense

Approximately 1 synopsis page for every 10,000 words of manuscript

Same style/tone as book

Ordinary world -- Who are the characters (what makes them worth reading about), what is their world

Call to adventure/Catalyst – What happens that gets them out of their ordinary world – The Problem (can look like an opportunity).

GMC & Need – External & Internal: What is spurring these people to act? What's preventing them from acting successfully?

1st turning point – Characters step into new world (take on the adventure). Story question raised.

ESSENTIAL action/plot points – Only the ones that are in direct cause-effect chain. And/or give character skill necessary at climax.

2nd turning point – Story question revisited. How are stakes raised?

Black Moment – Character confronts NEED/Internal GMC. Epiphany. Learns needed life lesson. Now ready for the big risk, the big change.

Climax & Resolution – How does the character answer to the story question? And what is that answer. What does the hero get?

### RESOURCES

Lisa Gardner's For Writers

(Scroll down to "Lectures")

Conquering the Dreaded Synopsis: A Series of Ten Lectures (No. 7 particularly fabulous)

<https://www.lisagardner.com/about/for-writers/>

(Shows a selling romance synopsis on left, explanation on right)

[www.AnneGracie.com/writing/synopses.htm](http://www.AnneGracie.com/writing/synopses.htm)

(Links to more synopsis info than you'd ever want . . . some are dead)

[www.charlottedillon.com/synopsis.html](http://www.charlottedillon.com/synopsis.html)

BOOK:

Writing the Fiction Synopsis: A Step by Step Approach

Pam McCutcheon

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General info:

LAURA RESNICK'S Writers Resource Page

[www.sff.net/people/laresnick/About%20Writing/Writers%20Resource.htm](http://www.sff.net/people/laresnick/About%20Writing/Writers%20Resource.htm)

## AGENTS

**\*How To Be Your Own Literary Agent: An Insider's Guide to Getting Your Book Published**, Richard Curtis (old but still has some good info)

**Guide to Literary Agents:** General guide to agents. Lists hundreds of agencies. Includes advice on finding, working with an agent.

**Jeff Herman's Guide to Book Publishers, Editors & Literary Agents:** An alternative guide to both publishers and agents, produced by a literary agent.

### **The Safest Way to Search for an Agent**

<https://www.victoriastrauss.com/advice/safest/>

### **Preditors and Editors**

<https://pred-ed.com/>

### **Writer Beware**

<https://www.sfw.org/other-resources/for-authors/writer-beware/>

### **Agent Query (includes sample queries)**

[www.agentquery.com](http://www.agentquery.com)

### **Association of Authors' Representatives**

<http://aaronline.org>

## MARKETS

### **Literary Marketplace (LMP)**

Directory of American book publishing industry with industry yellow pages.

### **Writer's Market (annual)**

Available for through your library

### **Novel and Short Story Writer's Market (annual)**

**Publishers Lunch** -- daily news in the publishing biz – (Free and fee versions)

[www.publishersmarketplace.com/lunch/free/](http://www.publishersmarketplace.com/lunch/free/)

**Publishers Marketplace** (more info – for a fee:

[www.publishersmarketplace.com](http://www.publishersmarketplace.com)

### **Writer's Digest**

Print edition available at the library, some bookstores

Website has some past articles: <http://www.writersdigest.com/GeneralMenu/>

### **The Writer Magazine**

Print edition available at the library, some bookstores

Website has some past articles: <http://www.thewritermag.com/>

EBook market (18:34 mark)

<https://www.youtube.com/watch?v=Sy4DUF5KecI&pbjreload=10>

**GENRE ASSOCIATIONS:** (great sources for contest info)

RWA (Romance Writers of America) [www.rwanational.org](http://www.rwanational.org)

SFWA (Science Fiction/Fantasy Writers of America) [www.sfwaworld.org](http://www.sfwaworld.org)

SCBWI [www.scbwi.org](http://www.scbwi.org)

International Thriller Writers [www.thrillerwriters.org](http://www.thrillerwriters.org)

Sisters in Crime [www.sistersincrime.org](http://www.sistersincrime.org)

Historical Novel Society [www.historicalnovelsociety.org](http://www.historicalnovelsociety.org)

Horror Writers Association [www.horror.org](http://www.horror.org)

Western Writers of America [www.westernwriters.org](http://www.westernwriters.org)

ACFW (American Christian Fiction Writers) [www.acfw.com](http://www.acfw.com)

Mystery Writers of America [www.mysterywriters.org](http://www.mysterywriters.org)

## **MORE TOP SOURCES (especially Indie)**

Joanna Penn / TheCreativePenn.com

Free Author 2.0 Blueprint. <https://www.thecreativepenn.com/blueprint-download>

Then explore extensive archives of her podcast

<https://www.thecreativepenn.com/podcasts/>

David Gaughran <https://davidgaughran.com/>

Check out his blog for current topics and these books in particular for foundation:

*Let's Get Digital* 4th Edition

*Let's Get Visible* (hope for a new edition soon)

Alliance of Independent Authors

<https://www.allianceindependentauthors.org/>

<https://selfpublishingadvice.org/beginners-guide-to-indie-author-jargon-book-marketing-glossary/>

BookBub Partners Blog (BookBub is a marketing/advertising outlet)

<https://insights.bookbub.com/>

Kobo Writing Life Podcast (ranges across craft, marketing, business)

<https://kobowritinglife.com/category/kwl-podcast/>

Jane Friedman blog (stronger on traditional than indie)

<https://www.janefriedman.com/blog/>