

Checklist for Submissions
(As compiled by the Buried Editor)

Cover Letter:

- Correct Editor/Agent Name and spelled correctly
- Correct Publishing House/Agency and spelled correctly
- Correct Address/Email address
- Formal salutation
- Introductory paragraph providing context (why you are submitting, where you met editor, etc.)
- Pitch paragraph(s)
 - Title of manuscript
 - Manuscript's genre
 - Age range for manuscript
 - Summary of manuscript
- Series paragraph (optional)
 - Title of series
 - Projected number of books in series
- Biography paragraph
 - Publishing experience
 - Relevant education
 - Trade organization memberships (SCBWI, etc.)
- Thank you for allowing submission/Request to send manuscript if a query
- Signature
- Your correct contact information
 - Email
 - Phone
 - Website
 - Blog
 - Address
- Proofread letter
 - Spell-check
- Have someone else read & critique letter
 - Professionalism
 - Coherence
 - Interesting portrayal of pitch paragraph(s)

Manuscript:

- Formatted Properly
 - If printed or attached as document:
 - Double spaced
 - 12 point font (Arial, Times)
 - 1 inch margins
 - Paginated
 - Last name and manuscript title on every page (use header/footer function)
 - White paper/black type
 - If included in body of email:
 - Single spaced
 - Double spaced between paragraphs
 - No tabs
 - Standard font and sizes
 - Black type
- Contains title and pen name if different from author
- Does not contain strange page breaks or break text up into specific pages (especially important for picture books)
- Gripping beginning
- Compelling middle
- Conclusive end
- Good strong characters
- Shows not tells
- Consistent internal logic throughout story
- Manuscript has been proofread
- Manuscript has been critiqued
- Manuscript has been revised
- Manuscript has been sitting on your computer long enough and just needs to make its way into the world now. What are you waiting for? Send it!