

# BOOK PROPOSAL GUIDELINES

**Your advance submission must be no more than 10 pages, including the cover letter, proposal, and sample manuscript pages.**

If you have written at least a few chapters of a nonfiction book or a complete fiction book, you may submit a proposal to one or two of our freelancers for critique or to one or two of our agents or acquisitions editors for review.

## ESSENTIALS

Read the Editorial Needs and Freelancer Specialties pages (under the Advance Submissions tab) so you can choose the best faculty member(s) to review or critique your work.

All text should be in 12-point Times New Roman font. One-inch margins all around.

Cover letters, outlines for nonfiction, synopses for fiction, and market analyses may be single-spaced, but sample manuscript pages must be double-spaced.

Proofread everything you submit carefully and thoroughly.

Be sure to follow the instructions on the conference website for sending your advance submission.

## NONFICTION BOOK PROPOSAL COMPONENTS

**Cover Letter:** Addressed to a specific editor by name (spelled correctly), followed by a topic sentence, a paragraph developing your topic, the audience for your book, and your qualifications to write on this topic. Include your name and email address or phone number. (One page)

**Market Analysis:** A listing of books already on the market that cover a topic similar to yours. Indicate in what way(s) your idea or your treatment of that idea differs from what other have done.

**Chapter Summary Outline:** One short paragraph describing each chapter, summarizing the specific idea and any important details about your treatment of it.

### Optional Items:

- List of organizations or associations you belong to
- List of personal contacts who could be of importance to promoting your book
- Endorsements you may have that could affect the salability of the book
- How you would be involved in promoting your book

**Sample Chapter Pages:** First chapter is essential. If your other components and first chapter total fewer than ten pages, you may include pages from another chapter if you wish as long as your advance submission does not go over ten pages.

Insert a header with your last name and the title of your piece in the upper-left corner and page numbers in the upper-right corner, using automatic numbering.

## FICTION BOOK PROPOSAL COMPONENTS

**Cover Letter:** In 40 words or less, identify:

- The hero/heroine and his/her goal
- The central issue of the story
- The antagonist and his/her goal
- The main action of the story
- The ending
- A grabber or a twist

Then identify your target audience, genre, and how your book fits into the current fiction market.

Include your name and email address or phone number.

**Synopsis:** Brief summary of the story that shows the main character arc (2-3 pages max)

**Sample Chapter Pages:** Starting from the beginning of your story, however many pages you wish to submit as long as your cover letter, synopsis, and manuscript sample total no more than ten pages. (If you have a Prologue, start there.)

## CHILDREN'S PICTURE BOOK PROPOSAL COMPONENTS

**One-Sheet.** One page that gives the working title, your name (and pen name, if applicable), brief summary of the book, target reader age range, and word count. Include your email address or phone number.

**Manuscript Pages:** Most picture books are 300–1,000 words, so keep your submission within that range. No need to include pictures, only text. (You may include a few words describing the pictures if you feel that's necessary.)

**Market Analysis** (optional): A list of similar books already on the market. Indicate in what way(s) your book differs or what your book will offer that's unique.

***Remember:*** A book proposal is your sales pitch for the idea God has laid on your heart!