

✓ Submission Checklist ✓

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Before submitting your work, check the following:

The Hard Questions

- ___ My story is a good fit for this agent or editor.
- ___ I have permission to submit, or the agent or publisher's website is open to submissions.
- ___ I have followed the submission guidelines given to me or listed on the agency or publisher's website.

Email Letter Formatting

- ___ My query/cover letter is correctly formatted like a business letter.
- ___ I have written my letter in Times New Roman or Courier, 12-point font.
- ___ My letter is single-spaced, left justified with spaces between each paragraph and no indentations.
- ___ I have included my contact information in the signature line of the email.
- ___ My salutation is professional and addressed to the right person.
- ___ I have checked the spelling of the addressee's name.
- ___ I have started the letter with any connection I have to the addressee.
- ___ My subject line is clear and strategic.
- ___ I have made a strong pitch to show that my manuscript is relevant and compelling.
- ___ I have proofread my email and asked another person to proofread it as well.

Manuscript Formatting

- ___ My manuscript is written in Times New Roman or Courier, 12-point font.
- ___ My manuscript is double-spaced with 1-inch margins on all four sides.
- ___ There is no extra spacing before or after paragraphs.
- ___ The right margins are unjustified.
- ___ All copyright symbols have been removed.
- ___ I have established a main character with an external goal or problem to solve.
- ___ My main character has an internal goal and flaws to overcome.
- ___ I stay in one character's head at a time.
- ___ My manuscript is clear of over-explaining, backstory dumps, and repetition.
- ___ I have checked my manuscript for weasel words, excessive adverbs, and grammatical errors.
- ___ I have checked my manuscript for telling, passive voice, and clichés.
- ___ I have worked hard to write strong dialogue that is correctly formatted and identifies the speakers.
- ___ I've made sure to ground each new scene in a setting to avoid talking heads.
- ___ I have checked my pacing to make sure I have the right balance of tension and action.
- ___ I have checked my manuscript for correct punctuation and used exclamation points sparingly.
- ___ I have had at least one trained critique partner read my submission.
- ___ I have spell checked my manuscript.
- ___ I've checked for words my spell checker might have missed.
- ___ My full manuscript is ready to go if the agent or editor requests the full.