



Most agents and editors have submission guidelines on their websites. To give your submission the best chance, always read these and submit exactly what they ask for. If no guidelines are given, follow those below, which are considered industry standard.

### **Synopsis Submission Guidelines.**

- 1) The synopsis should be submitted as a word document on standard A4 page size (in the UK).
- 2) The file should be named as follows: Author Name – MS Title – synopsis
- 3) In their online guidelines or submission form, many agents and editors will define the length of the synopsis they wish to see. It might be as little as 500 words, or perhaps 2-3 pages. Check those guidelines before you submit. If no length is given, one page, single spaced, in a black, standard 12 point font such as Times New Roman is always acceptable. The text should be left justified.
- 4) Include a one line heading with author name and book title. No title page is necessary for the synopsis.
- 5) Allow a margin of approximately 2 cm on all sides of the page.

### **Manuscript Submission Guidelines.**

- 1) The novel should be submitted as a word document on standard A4 page size (in the UK).
- 2) The file should be named as follows: Author Name – MS Title.
- 3) The entire MS must be left justified, double spaced, in a black standard 12 point font such as Times New Roman with each chapter starting at the top of a new page. Use the page break function (not the enter key) to create the new page.
- 4) The MS should have a title page with the book title and word count and the author's name and contact details, all adhering to the font specification above.
- 5) Include a one line header with the author name and book title on each page, and a page number on each page.

- 6) Each new paragraph (including dialogue) must be indented using the indent paragraph function – NOT by typing blank spaces or using the tab key. The first paragraph of each chapter is the exception and is not indented.
- 7) Allow a margin of approximately 2 cm on each page on all sides of the page.
- 8) The submission should contain ONLY the title page and the manuscript. DO NOT include a table of contents, character lists, graphics, coloured font, or images anywhere in the document.

Fiction Tutors.  
May 2023.