

### Submission Summary

#### Agent/editor details

Name of agent/editor \_\_\_\_\_

Title of agent/editor \_\_\_\_\_

Agency/publishing house \_\_\_\_\_

Physical location \_\_\_\_\_

Web address \_\_\_\_\_

Email address \_\_\_\_\_

#### Submission details

#### source of info

Date of request \_\_\_\_\_

Name of ms \_\_\_\_\_

How many pages \_\_\_\_\_

Synopsis (y/n, length) \_\_\_\_\_

Where send \_\_\_\_\_

Format \_\_\_\_\_

Deadline to submit \_\_\_\_\_

Usual turnaround time \_\_\_\_\_

How long before following up \_\_\_\_\_

#### Other notes/instructions/considerations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Submission Tracking</b>
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Sent to: \_\_\_\_\_ (name of agent/editor)

Date sent: \_\_\_\_\_

Expected response date: \_\_\_\_\_

Date to follow up: \_\_\_\_\_

Acceptance/rejection/withdrawal: \_\_\_\_\_

**Cover Letter Checklist****Intro**

- Salutation/name (check spelling & formality).....
- Remind how/when/where mat'ls were requested .....
- Manuscript title .....
- Word count.....
- Genre.....
- Any additional information that was requested .....

**Pitch Paragraph**

- 7-9 lines long.....
- Third person, present tense .....
- Hook.....
- Plot catalyst.....
- Genre indicators .....
- Voice.....
- Main character .....
- Goal, motivation, conflict .....
- Sense of setting .....
- Does **not** reveal resolution.....
- Balance of elements (not too much character development or world-building).....
- Easy to understand (not too complex or confusing) .....

**Bio Paragraph**

- Your publishing credits.....
- Applicable education/experience .....
- Platform (like social media presence) only if impressive & applicable .....
- When in doubt, leave it out.....

**Closing**

- Mention what mat'ls included/attached .....
- Thank them .....
- Don't give deadline.....
- Be brief.....
- Include how they can reach you.....
- Professional signature line .....
- Professional email address.....

**Subject Line/Envelope Notation** (e.g. *Requested materials*).....

**Have someone else proof-read it**.....

### Synopsis Checklist

- Third person, present tense .....
- Single-spaced if one page, otherwise double-spaced.....
- Slugline: top left name/name of manuscript .....
- Page number (if more than one): top right “Synopsis Page #” .....
- Chronological.....
- Primary characters only .....
- Primary plotline only .....
- Secondary plot/char’s only if essential to understand primary .....
- Hook and/or plot catalyst occur early .....
- Tell (rather than show).....
- Include genre indicators .....
- Include voice.....
- Include main character’s arc .....
- Include goal, motivation, conflict, and stakes (internal and/or external).....
- Include setting.....
- Reveal resolution .....
- Use minimal or no dialogue.....
- Balance of elements (e.g. not too focused on beginning scenes or world-building) .....
- Easy to understand (not too complex or confusing) .....
- Optional: begin with short, catchy summary .....
- Streamline, cut, tighten down to essentials.....
- No info about you or notes directly addressed to agent/editor .....
- Have someone else proof-read it.....**

**Submission Pages Editing Checklist**

- Standard manuscript format.....
- Begin story in the right place.....
- Plot catalyst occurs within first ~30 pages.....
- Show (rather than tell).....
- Include genre indicators.....
- Show goal, motivation, conflict, stakes (internal and external).....
- Show setting.....
- Eliminate info-dumping.....
- “Trickle in” backstory.....
- Avoid having characters say/think things for benefit of reader.....
- Eliminate personal “crutch” words and phrases (like “just”).....
- Replace *to be* verbs with stronger verbs.....
- Use active voice and verbs, not passive (unless done intentionally).....
- Eliminate or replace empty adverbs.....
- Choose adverbs and adjectives thoughtfully; use sparingly.....
- Avoid big “thesaurus” words when regular words will do.....
- Check for common contraction/homophone errors (its/it’s).....
- Check for subject-verb agreement.....
- Check for dangling modifiers.....
- Use “said” for dialogue tags more than 90% of the time.....
- Relax dialogue that’s too “perfect”.....
- Cut dialogue “filler,” like greetings.....
- Tone down dialect/accents in dialogue (a little goes a long way).....
- Reduce laundry-lists to one salient detail whenever possible.....
- Check for “head-hopping” and shifting point-of-view.....
- Eliminate exclamation points.....
- Avoid clichés.....
- Streamline, cut, tighten.....

### First Page Considerations

- Something happens .....
- Conflict .....
- Sense of setting .....
- Genre indicators .....
- Does the reader know what's at stake? .....
- What does the reader wonder or is afraid will happen? .....
- Does it make the reader care? .....
- Why would the reader turn the page? .....
- Minimal exposition .....
- Avoid backstory .....
- No infodumping .....
- No clichés.....
- Reduce redundancy and tighten (make every word count).....
- Great first line .....
- Great last line .....
  
- Have someone else proof-read all pages of submission .....**