



## WriteLife, LLC Submission Guidelines

- Your submission must include your name, email address\*, postal mailing address, and telephone number on both your cover letter and the first page of the manuscript. \*(If you have an alternate permanent email address, please include it, in case your primary e-mail account goes out of service.)
- Send us one MS WORD file (or other word processing file) containing all the chapters.
- The online form only accepts a single file so any synopsis and contact information needs to be in the file with your manuscript.
- Send your work to us in one of the following fonts: 12 point - Times New Roman, Bookman, or Arial.
- Your manuscript should be double-spaced. All other documents - i.e., synopsis, cover letter, plot outline, etc. – should be single-spaced.
- Include 1 ¼ inch margins on top, bottom, left and right.
- Number every page.
- Do not use hard returns except at the ends of paragraphs.
- Indent paragraphs by using the tab key, not the space bar.
- Do not manually hyphenate words at the ends of lines. Let your word processor do it, or don't do it at all and we'll do it.
- Do not put double spaces between paragraphs unless there is a scene break.
- Do not put in section breaks.
- Make sure that all the chapters are clearly marked and the chapter titles are bold.

- Do not insert any hidden codes.
- Include a plot outline and synopsis.
- Include an author's bio page.
- Include how you plan to help market your book.
- With nonfiction, include your CV (qualifications for writing your work).
- Do not send PDF files.
- Spelling and grammar checkers are tools, nothing more. Do not trust them to proofread your manuscript for you.
- Proofread carefully using a dictionary, thesaurus and MLA handbook.
- Always keep a hard copy and an electronic copy of everything you write.

Updated: February 10, 2010