## **SUBMISSION GUIDELINES**

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Do not submit work on disk, tape, or other electronic media; do not submit work by email.

You may submit the first three chapters of your book and a synopsis of the entire book or the entire manuscript. Clear photocopies are acceptable. The manuscript should be on 8" x 11" white paper, double-spaced with at least 1" wide margins all around. Please use only one side of the page, number your pages consecutively, and put the title of your submission at the top of each page.

Include a cover letter that states the genre of the submission, previous sales or publications if relevant, and a bio.

Never send us the only copy of your book. Always put your name and address on the manuscript. In addition, your name, the manuscript title, and the page number should appear on every page of the manuscript. If you wish your manuscript to be returned, enclose a stamped, self-addressed envelope large enough to hold your submission; publishers are not responsible for returning submissions unaccompanied by return postage. If you do not wish your manuscript to be returned, please say so on the cover letter, and enclose a stamped, self-addressed, business-sized envelope for our reply. If you enclose a stamped, self-addressed postcard, we will return it to verify receipt of the manuscript.

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