

# Conquering the Dreaded Synopsis: A Series of Ten Lectures

By Lisa Gardner

## ***Lecture Ten: Final Summary of Submission Do's and Don'ts***

For our final lecture, here is a summary of do's and don'ts for the submission process. Congratulations on surviving all ten lectures, and best wishes with your proposal. Happy writing!

### **DO:**

1. Include a short synopsis with your query letter
2. Include relevant information about yourself and your credentials
3. Include a SASE with all query letter and proposal submissions
4. Prepare a title page giving your name, address, phone number, page count, and word count
5. Proofread, proofread, proofread
6. Focus on voice, voice, VOICE
7. Format each page properly—double-spaced, 1” margins, standard font and high-quality printing
8. Be professional

### **DON'T:**

1. Go over one page with your query letter (unless publisher requirements specifically say you may do so)

2. Include irrelevant information about your love life, pets, parents, etc.
3. Query by e-mail
4. Assume you don't need to send a synopsis as you've sent one before
5. Forget a title page with your manuscript
6. Forget to put an identifying header on each page of your synopsis and/or manuscript
7. Assume that spell checking is all the proofreading your submission requires
8. Detail each and every scene of the book in your synopsis—it's the key plot points that matter
9. Use extra large or small font, single spacing or dot-matrix printing
10. Rant at an editor when you haven't heard back in 6-8 weeks