

## **Manuscript Mart Checklist**

- My Manuscript Sample:
  - Is in size 12-point Times New Roman font
  - Is no longer than 20 pages, double spaced
  - Has 1-inch margins, on 8.5 x 11-inch electronic pages
  - Has a title
  - Has my name and the genre of my submission at the top of each page
- My Query Letter (optional):
  - Is in size 12-point Times New Roman font
  - Is no longer than 1 page, single-spaced
  - Has 1-inch margins, on 8.5 x 11-inch electronic pages
- My Synopsis (optional):
  - Is in size 12-point Times New Roman font
  - Is no longer than 1 page, single-spaced
  - Has 1-inch margins, on 8.5 x 11-inch electronic pages
- The Document That I Am Uploading:
  - Includes my:
    - Manuscript sample
    - Query letter (optional)
    - Synopsis (optional)
  - Is compiled into a single document
  - Is no longer than 20 pages (or 22 if I've included a query and synopsis)
  - Has a filename that includes my first and last name (ex. MargaretAtwood.doc)
- If I'm signed up for multiple meetings, I've submitted the Manuscript Mart form once for every meeting I have paid for.