Muse 2024 Manuscript Mart Checklist

☐ **Manuscript Sample**
- ☐ Has a title
- ☐ Your name and submission genre at the top of each page
- ☐ Times New Roman 12-point font
- ☐ Five (5) pages **maximum**, double-spaced
- ☐ 1-inch margins on 8.5 x 11–inch electronic pages

☐ **Query Letter (optional)**
- ☐ Times New Roman 12-point font
- ☐ One page **maximum**, single-spaced
- ☐ 1-inch margins on 8.5 x 11–inch electronic pages

☐ **Synopsis (optional)**
- ☐ Times New Roman 12-point font
- ☐ One page **maximum**, single-spaced
- ☐ 1-inch margins on 8.5 x 11–inch electronic pages

☐ **Document to be uploaded**
- ☐ Includes the following:
  - ☐ Manuscript sample
  - ☐ Query Letter (optional)
  - ☐ Synopsis (optional)
- ☐ Is compiled into a **single document**
- ☐ Is no longer than one of the following:
  - ☐ 5 pages (sample only)
  - ☐ 6 pages (sample + query **-or-** sample + synopsis)
  - ☐ 7 pages (sample + query + synopsis)
- ☐ File name includes **your** first and last name—e.g., **MargaretAtwood.doc**

☐ **Repeat for <u>every meeting</u> you have signed up for**