

Your Name  
youremail@gmail.com  
888-555-1234

genre: young adult  
category: non-fiction  
word count: 204 words

Dear Critique-a-Palooza Participant,

This document will both “show” and “tell” you how to format your manuscript for critique.

This first page is your cover letter/pitch/query letter. Introduce a little about yourself and the work you’re submitting, including comp titles and other common elements of a pitch letter. It’s nice to mention why you chose this particular agent/editor to review your manuscript.

Include a **header** on each page that includes your name, the title of your work, and the page number (see upper right corner).

Include the following information prominently on the first page (see upper left):

- **name and contact information:** email and phone number
- **genre:** board book, picture book, early reader, middle grade, young adult, etc.
- **category:** non-fiction, biography, and poetry
- **word count:** of the manuscript only, not counting the cover letter/synopsis

Don’t forget to include your website and social media handles somewhere as well (see below).

Sincerely,

Angie Lucas

angielucas.com / Twitter: @angielucas / Instagram: @angielucas

## **Synopsis**

If you're submitting a middle-grade or YA book, this second page of your submission will be a **one-page** synopsis of your plot, to give context to the first 10 pages that follow. If you are submitting a board book or picture book, skip this page and start right into your manuscript.

## Manuscript Guidelines

This is where your manuscript begins. From here, you may include the **first 10 pages** of your middle-grade or YA manuscript, or one complete picture book text. Note that the cover letter, synopsis, and manuscript are all contained in a single, multi-page document, which may not exceed **12 pages total**. Please do not submit these as separate files.

Format your manuscript in **Times New Roman, 12-point font**. Arial is also fine.

Your text should be **double-spaced**, with **1-inch margins** on all sides. We won't be getting our rulers out, but we will notice if you drastically alter the margins or font sizes in order to get more of your manuscript critiqued. :)

Save your file with the following filename: "YourLastName-Title-FacultyLastName." For example, mine might look like this: Lucas-DancingDragons-Sanchez.doc

Upload your documents in the form of an editable Word doc or Google doc to our [Google Form](#) by the deadline listed on the registration page.

Special cases:

- If you're submitting an illustration portfolio or picture-book dummy, you may upload your document as a PDF using the same filename convention listed above:  
"YourLastName-Title-FacultyLastName"
- If you're submitting poetry, the guidelines above still apply, although your poems may be single-spaced with a double space between stanzas. If you're submitting a group of

poems intended to be published as one book, include a page break at the end of each poem.

The End