

# THE MIDDLE GRADE MAVENS' SUBMISSIONS CHECKLIST

Submitting a manuscript to a publisher or competition? Help is at hand! Use our checklist to make sure you don't make an embarrassing gaff!

## [ ] DO YOUR RESEARCH

Firstly, and most importantly, have you done your research on this publisher? Do you know what they publish? Are they open to submissions for the kind of manuscript that you want to submit?

## [ ] CHECK SUBMISSION DATES

The publisher might run a Submission Sunday (we made that up) but is it every Sunday or only the second Sunday of every third month when it's not a full moon? Double check.

## [ ] CHECK SUBMISSION GUIDELINES

Submission guidelines might stipulate a particular font, font size, margin width, header, footer, page numbering, synopsis, bio, 50 word elevator pitch, back-cover blurb, first 50 pages of your manuscript and your daughter's hand in marriage. Check everything.

## [ ] SPELL CHECK EVERYTHING

Spell check and proof read your manuscript, your synopsis, your email, the subject line, your bio, your pitch, your filenames and the name you're addressing it to. And while you're at it, do a search and replace for double spaces after a full stop. You do that right, or is it just us? Also check you've attached / uploaded the right documents.

## [ ] HIT SEND AND UPDATE YOUR SPREADSHEET

What do you mean you don't have a spreadsheet? How will you track your submissions and avoid doubling up? Make that spreadsheet, pronto!