

Manuscript Formatting and Submission Guidelines

Who Can Get a Paid Critique

- Conference attendees who have completed conference registration and
- Selected a PAID Face-to-Face Manuscript Critique during the registration process and
- Paid all fees associated with attending the conference and the critique

NOTE: Only one manuscript critique per conference attendee is allowed.

What to Submit for a Paid Critique

For your **paid critique**, you may submit:

- one picture book manuscript
- OR one picture book dummy (for illustrators and author-illustrators only)
- OR up to 10 pages of poems
- OR the first 10 pages of a fiction or nonfiction project + a one-page synopsis for the corresponding manuscript
- OR the first 10 pages of a graphic novel project + a one-page synopsis for the corresponding manuscript (a one-page art sample is optional)

NEW THIS YEAR FOR PICTURE BOOK DUMMIES: Illustrators who also write may submit a picture book dummy for an individual manuscript critique INSTEAD of a manuscript. In years past, attendees have submitted BOTH the PDF dummy and a .docx picture book manuscript. This year, author/illustrators who wish to submit a dummy will ONLY need to submit the PDF (no larger than 10MB).

REMEMBER: Faculty critiquing picture book dummies are NOT art directors. They will be mainly focused on the STORY. Submitting only the dummy may coax them to comment on your dummy sketches. However, though they are asked to give impressions or thoughts on your illustrations, **the bulk of their critique will focus on the manuscript text.** If you want more feedback specifically on your illustrations, consider purchasing a portfolio critique.

How to Format Your Manuscript

NOTE: Writers who are not illustrators DO NOT need illustrations for their picture books. A correctly formatted manuscript is the only necessary submission. Author-illustrators may submit a correctly formatted manuscript OR a dummy.

1) Please name your manuscript file as follows—**LASTNAME.TITLE.YEAR**—and send it in **.docx format**. For picture book dummies, name your PDF as follows:
LASTNAME.TITLEDUMMY.YEAR

NOTE: The name on your manuscript **MUST** match the name you registered under for the conference even if you write under a pseudonym.

2) Format ALL manuscripts in **double-spaced 12-point Times New Roman with 1” margins**.

3) Include your personal and manuscript information:

For Picture Books, place your contact information in the upper left-hand corner. If you are represented by an agent, please note that as well. The sample submission available for download has a GREAT example of this!

For Middle Grade and Young Adult, use a title page. The title page does NOT count as one of your ten pages. Place your contact information and the category of your manuscript (**YA, MG, PB, chapter book, graphic novel, or NF**) in the upper left-hand corner. **Please note, it must be only one category; there is no MG/YA per publishing guidelines.** If you are represented by an agent, please note that on the title page as well. The sample submission available for download has a GREAT example of a title page.

4) **For picture books:** submit up to 10 pages of ONE picture book manuscript (including your personal information and title). No synopsis is needed.

5) **For picture book dummies:** submit one full dummy as a PDF (regardless of page number), size limit 10MB.

6) **For middle grade, young adult, nonfiction, chapter books, and graphic novels:** submit a title page, the first 10 pages of your manuscript, double-spaced (even if it cuts off mid-chapter), and a short synopsis (no longer than one page, single-spaced), **all in the same document**. With a title page, your total submission document should be 12 pages long.

7) **For poetry:** this includes novels in verse and stand-alone poetry collections. Poetry submissions should conform to the novel guidelines above; however, **poems may be single-spaced with a double space between stanzas**, per industry standards. Stand-alone collections (i.e. a group of poems intended to be published as one book) must have a page break at the end of each poem.

8) You are welcome to include a header with your name and the title of your work on each page of your manuscript, as well as page numbers (as shown on the downloadable Formatted Manuscript Sample Pages), but you are not required to do so.

When and How to Submit a Paid Critique

1. Online conference registration must be completed and all fees must be paid before submitting your manuscript for a paid critique.
2. Send your correctly formatted manuscript to SCBWIMidsouthCritiques@gmail.com **no later than Wednesday, July 1, at 11:59 p.m. Eastern time/10:59 p.m. Central time.** Manuscripts received after that day cannot be accepted. (**NOTE:** We will **not** be able to swap manuscripts after you've sent yours to us. If your manuscript arrives after 11:59 p.m. Eastern time/10:59 p.m. Central time on July 1, you will be informed. This fee is nonrefundable.)
3. **In the subject line of your email**, please include: the type of critique you've chosen (i.e. "choose your own critiquer," "critiquer chosen for you"), as well as your manuscript's genre (i.e., fantasy, mystery, contemporary, graphic novel) and category (i.e., picture book, picture book dummy, middle grade, young adult, nonfiction). **EXAMPLE:** Critiquer chosen for you, picture book, **OR** Critiquer chosen for you, young adult fantasy.
4. If you have recently had a critique with one of THIS YEAR'S faculty, **please add that information** (the name of the reviewer) in the body of your email so we can avoid scheduling you with someone you've already met with.
5. All submissions will receive a personal confirmation within ONE WEEK. **PLEASE DO NOT** email asking if your submission has been received BEFORE this window expires.
6. Questions? Download and review the [Manuscript Sample Pages](#). Still have questions? Email Erica Rodgers at e.rodgers13@gmail.com.

When and How Will I Receive My Critique?

Critiqued manuscripts will be returned to attendees via email a day or two before the conference, along with your assigned face-to-face critique time. Plan to arrive at the designated critique room before your appointment time. You'll get 15 minutes with your critiquer for the in-person portion of your feedback session, so come prepared to get the most out of the experience.

If you are late, the end time of your critique will NOT change. The faculty have a tight schedule, and **we can't afford to run late and will not reschedule missed critiques.**

Samples of correctly formatted manuscripts for picture books and novels can be downloaded and reviewed on the Conference website under the Professional Feedback for Writers and Illustrators>>Manuscript Critiques & Submissions page.