

SCBWI Florida Critique Fest

Saturday, November 8, 2025

Submission Instructions

- 1. Register for the event. Registration opens August 15, 2025 @ 9:00 am**
- 2. Submit your work via the Google form linked at the end of these instructions within ONE WEEK of registration.**

Before you fill out the Google form, have the following information ready to enter:

- Your email address connected with your SCBWI account
- Title of your work
- Category of your submission (PB, MG, etc.)
- Name of the faculty member(s) that you chose at registration
- The session(s) you registered for (A and/or B)
- Your properly formatted submission (see directions following)
- If you are an illustrator submitting a link to your online portfolio, have the entire link ready to copy and paste (ex: <https://www.angelapadron.com/>)

HELPFUL RESOURCES

- [Click here to view an example of a correctly formatted manuscript.](#)
- [Click here to view a video of how to format your manuscript \(text only submission\).](#)
- [Click here to view a video of how to format and resize a PDF submission \(illustrators /author-illustrators only\)](#)
- [Click here to view a video of how to upload your submission through the Google form.](#)

SCBWI Florida Critique Fest

Saturday, November 8, 2025

IMPORTANT INFORMATION BEFORE YOU BEGIN

- This event is for SCBWI Premium members and Free Preview Members.
- **You must register BEFORE uploading your work.**
- **Your work MUST be submitted within ONE WEEK (7 days) of registering and paying.**
- Registration opens August 15, 2025, 9:00 AM EST.
- Registration closes September 15, 2025, 11:59 PM **OR** when all critique slots are filled.
- SCBWI Florida is not able to hold critique slots or assign slots based on preference or special requests. Slots are filled on a first-come-first-served basis.
- Each participant may register for a maximum of **two** critiques (one per session)
- **All sales are final. No refunds will be issued for any participant who does not submit their work.**
- **A submission may only be uploaded once. Send your best work the first time. There will NOT be an opportunity to edit, revise, or resubmit.**

ALL SUBMISSIONS WILL BE UPLOADED VIA A [GOOGLE FORM](#)

IF YOU HAVE SIGNED UP FOR TWO CRITIQUES:

- Each submission must follow the formatting and naming instructions.
- If you are submitting the same work for both sessions A & B, you must upload the same file twice but with each corresponding faculty member's name listed in each file. (Ex: Eric Carle_Joyce Sweeney_PB.docx; Eric Carle_Kaitlyn Sanchez_PB.docx)

Jump to:

[Manuscript formatting instructions \(text only submissions\)](#)

[Submissions with illustrations instructions](#)

[Uploading your submission instructions](#)

SCBWI Florida Critique Fest

Saturday, November 8, 2025

MANUSCRIPT FORMATTING INSTRUCTIONS

1. **This is for text only submissions. No art.** (For submissions including art such as graphic novel packages, book dummies, or illustrator portfolios, please see the instructions for "[Submissions Including Illustrations](#)" below.)
2. Length: No more than 10 pages per submission
3. Format: Word .doc or .docx format only. No PDFs.
4. Fonts: Times New Roman or Arial only, 12 point
5. Spacing: Double-spaced
6. Margins: 1-inch on both sides, top, and bottom
7. For Novels: Submit the FIRST 10 pages of your story. If you want to submit a synopsis along with your pages, the full submission MUST BE NO LONGER THAN 10 PAGES TOTAL including the synopsis. The synopsis must also be double-spaced and follow all formatting guidelines.
8. For Picture Books: Although a picture book manuscript may have fewer than 10 pages, only ONE picture book manuscript can be included in a submission.
9. Personal information.
 - a. On the first page of your manuscript, include in the upper-left corner the following information: First and last name as it appears in your SCBWI membership, the category of your submission, and your email address.
 - b. At the top of each page, in the header, you should include your last name/title and page number. Choose "Different page number" in the header so that this information does not appear on page 1.
 - c. Type the title and your full name a few lines down, centered on the page. Then begin your story.
10. How to name your submission: The name of your submission must include your first and last name as it appears on your registration and SCBWI membership, the name of the faculty member you registered for and the category of your submission, each part separated by an underscore.
Your full name_Faculty Name_Category.docx (Ex: Eric Carle_Joyce Sweeney_PB.docx)
11. Categories:
 - a. Picture Books / Board books (PB)
 - b. Chapter Book (CB)
 - c. Middle Grade (MG)

SCBWI Florida Critique Fest

Saturday, November 8, 2025

- d. Young Adult (YA)
- e. Nonfiction (NF)
- f. Graphic Novel (GN) - text only

(All genres within these categories are acceptable but please read the faculty bios for any information regarding specific genres they may be interested in.)

***NOTE: Failure to follow formatting guidelines
could mean that your submission won't be accepted.***

SUBMISSIONS INCLUDING ILLUSTRATIONS (PDF only. 10MB limit):

1. Categories:

- a. Picture book dummies / Board book dummies (BD)
- b. Illustration Portfolio review (PR)
- c. Graphic Novel (GN) - graphic novel package

(All genres within these categories are acceptable but please read the faculty bios for any information regarding specific genres they may be interested in.)

2. Format: All submissions must be in PDF Format. The total size of your pdf must not exceed 10 MB.

3. Illustration Portfolio:

- a. Online Portfolio Review: If you would prefer to have your existing online portfolio reviewed, you may share the link to your website during the upload process (See "[Uploading Your Submission](#)" below). OR
- b. PDF Portfolio Review: If you prefer, you may instead provide a PDF including no more than 10 total illustrations. Please also include a cover page with your name and contact information **(11 pages max; PDF size = 10 MB max)**

4. Picture Book Dummy: Full picture book dummy as a PDF **(but no larger than 10 MB in size). Be sure the book title and your name are on the title page. **Book dummies must contain the equivalent of 10 pages of manuscript typed text max, as stated above. (This means the dummy should be based on a picture book that would have 32-48 pages max.)****

5. Graphic Novel package: Up to 10 pages of content + one cover page with your name and email address **(11 pages total max). Those 10 pages of content can be a first chapter of sketched/illustrated panels, a "pitch packet" including a synopsis and**

SCBWI Florida Critique Fest

Saturday, November 8, 2025

character sketches, or a combination of both. Any typed pages must follow the [manuscript formatting instructions](#) above (double spaced, 12-point, Times or Arial font, etc.) (PDF size = 10 MB max)

6. How to name your submission: The name of your submission must include your first and last name as it appears on your registration and SCBWI membership, the name of the faculty member you registered for and the category of your submission, each part separated by an underscore.
Your full name_Faculty Name_Category.pdf (i.e. Eric Carle_Joyce Sweeney_BD.pdf)

***NOTE: Failure to follow formatting guidelines
could mean that your submission won't be accepted.***

ALL SUBMISSIONS WILL BE UPLOADED VIA A [GOOGLE FORM](#) - You will see a link to the form in your SCBWI My Resources page once your registration has been completed.

UPLOADING YOUR SUBMISSION

1. Be prepared. Be sure your submission is formatted and named according to the guidelines above before beginning the registration process. **You must upload your submission to the [Google submission form](#) within ONE WEEK (7 days) of registration. PAYMENTS ARE NON-REFUNDABLE.**
2. Confirmation email. After you have registered and paid, watch for a confirmation email. Be sure to check your SPAM folder in case it goes there. If the email does not arrive after 24 hours, please email florida@scbwi.org for assistance and put CRITIQUE FEST SUBMISSION CONFIRMATION MISSING in the subject line.
3. Upload your submission: Complete the [Google submission form](#) and upload your properly named file (see instructions above) when prompted. **Once your manuscript has been submitted, it cannot be changed, replaced, or deleted. If you have any issues during the upload process, please email florida@scbwi.org for assistance and put CRITIQUE FEST SUBMISSION QUESTION in the subject line.**
4. **IF YOU SIGNED UP FOR TWO CRITIQUES**: There will be a question on the form asking you if you signed up for two critiques. Please continue through the form to upload your second submission if applicable.
 - a. **If you are submitting the same work for both sessions A & B critiques, you must upload the same file twice but with each corresponding faculty member's name listed in the file.**

SCBWI Florida Critique Fest

Saturday, November 8, 2025

(Ex: Eric Carle_Joyce Sweeney_PB.docx; Eric Carle_Ryan Van Cleave_PB.docx)

WHAT YOU CAN EXPECT FROM US

1. Instructions and notification of assignment and time. You will receive an email about a month prior to the event with your exact critique time(s) and Zoom instructions.
2. Viewing your critiques: You will receive access to your written critique about a week prior to the event so you can review your feedback before meeting with your faculty member in Zoom on November 8, 2025.
3. Just in case. If we have any problems accessing your submission, we will contact you directly.
4. Until then . . . If you have any questions, please email florida@scbwi.org and put CRITIQUE FEST SUBMISSION QUESTION in the subject line.

[LINK TO SCBWI FL CRITIQUE EVENT](#)
[SUBMISSIONS GOOGLE SUBMISSION FORM](#)