



## Manuscript Submission Guidelines

Faye Reineberg Holt will critique **only** the following types of manuscripts:

- memoirs
- autobiography
- biography
- Canadian history (not academic papers)
- other nonfiction (articles or books)
- writing with historic themes for children
- historical fiction

She will not critique film or theatre scripts, fantasy, horror, romance, poetry or contemporary fiction. Critiques may be completed by e-mail in Word or on hard copy (paper copy). Critique notes will be supplied in the same format.

### Her critiques include:

1. Comments and questions on the manuscript format, content, style, organization, strengths and weaknesses, as well as suggestions for improvements to your manuscript.
2. Comments on obvious technical or language problems. However, the critique does not include a line-by-line, detailed copy edit unless separately negotiated.
3. Logical market for your work only if she immediately recognizes one. In no way does she guarantee that your work will be accepted by a publisher or that her comments will be consistent with subsequent editors.
4. Comments on a maximum of 3 questions that you submit with your manuscript.

### Before sending your work:

By email ([fholt@telusplanet.net](mailto:fholt@telusplanet.net)), query Faye's interest in critiquing your manuscript. If she is travelling or involved in another project, it may not be possible for her to accept the assignment.

Your query must include:

- the genre (as listed above)
- a short summary of content (paragraph for short works, 1 page for books)
- approximate number of words to be submitted

If she agrees to complete the critique, she will email you a simple contract indicating fee for service or, in the case of longer manuscripts, further questions and directions. She will also give you a proposed time line for the completion of the critique. Then, your prepayment (cheque or money order payable to Faye Holt) **must be mailed** with the contract. Your manuscript may be mailed or e-mailed.

### Manuscript format and procedures for hard copy

1. Use 8.5 x 11" white bond paper (16-20 lb bond) only. Do not use coloured sheets or ones with fancy designs.
2. Print on one side of the sheet only.
3. Double space your manuscript.
4. The font size must be Courier 10 or Times (CG, New, Roman) 12, **no smaller fonts**.
5. Margins must be at least one inch on three sides and 1.5 inch on one side. Do not justify the right margin. Number all pages.
6. Include a cover page with a working title, word count, your name, address and all other contact info.
7. Do not fold your manuscript, use staples, paper clips, covers, page protectors, folders or binders.
8. Mail manuscript in a 9 x 11" or larger envelope with self-addressed stamped envelope of the same size.

**E-mailed manuscripts in Word should follow the same general formatting guidelines 3-6.**