



Llenyddiaeth
Cymru
Literature
Wales



An Essential Guide
from Literature Wales

Sending your work to a publisher

Editors expect to see a well-presented typescript. Here are some do's and don'ts to bear in mind when preparing your manuscript:

Presentation

- Your manuscript should be typewritten, on a single side of white A4 paper.
- Ensure that the typeface is legible, and the font size big enough to read. Choose a conventional, classic font.
- Check that your manuscript is free of grammatical and spelling errors.

Prose:

- Use double line spacing, with a good margin all around the text.
- Always begin new chapters on a new page
- Number your pages

Poetry:

- Poems should be typed in exactly the way that the poem would appear in a printed version, using single or double spacing and various indentations as the poet wishes.
- Number your pages

General points

Create a title page for your book. Note the title, and your name or pseudonym.

Note your name and address in the bottom right hand corner of the title page. For prose, you can also add a word count.

Don't bind your work (no pins, paperclips or staples) or put your work in ring binders / plastic covers. Put the typescript into a wallet-type document folder. Note the title of the book and your name and address on the folder.

Do keep a copy of your work.

Do keep a record of what you send to which publisher / publication, and the date sent.

What to send - poetry

- If you are sending poetry to magazines, send a selection of poems e.g. 6 poems, with covering letter and brief biography.
- If you are sending a poetry collection to a publisher, send a sample collection of some 15-20 poems and submit with a cover letter, detailing previous publications and awards (if any) along with some brief biographical details.

What to send – prose

- Fiction - Novel – send a synopsis and sample chapter.
- Fiction - Short story collection – send a sample of stories, with a synopsis of the collection.
- Fiction - Short story to a magazine – send the entire story
- Creative non-fiction – send a synopsis and sample chapter.

How to send

Check if the publisher accepts print submissions or electronic submissions.

Check the publisher's exact requirements for submission of unsolicited manuscripts.

Address the covering letter to the relevant editor

Include a self-addressed, stamped envelope of sufficient size for reply and/or return of your work.

Send your best work.

Waiting for a response

Be prepared to wait some weeks for a response. Be patient. Most publishers will reply. If you have heard nothing after two – three months, send a polite letter of enquiry; if you get no response, ask for your typescript back, and try another publisher.

Send your work to one publisher at a time. Don't send the same piece to two places at the same time.

For a list of publishers in Wales visit the [Welsh Book Trade Info](#) website, which is administered by the Welsh Books Council.

For UK publishers' listings consult the *Writers & Artists Yearbook*, published annually by Bloomsbury. There is also information and advice on the [Writers & Artists](#) website.