

## ADVANCE MANUSCRIPT SUBMISSION GUIDELINES

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1. You may submit **TWO** manuscripts for a total of **TWO** faculty readings. You have the option of readings by an editor for **review (not critique)** as a possibility for their house OR you may choose readings by professional editors/freelance authors for **critique** of your manuscript. If you have never been published, we strongly suggest you choose two critiques.
2. Manuscripts should be **typed, double-spaced, with your name on each page**. They must be previously unpublished and must have a Christian slant or message. There is a **20-page limit** to a manuscript . . . **not including cover letter, etc.**
3. A manuscript may consist of:
  - One article or short story (2500 words maximum)
  - One article query, with outline (3 pages maximum)
  - One book proposal or query (see query guidelines). No complete books, please.
  - No more than three devotionals or fillers (250-400 words each, maximum)
  - No more than three poems (two pages per poem maximum) or one long poem (six pages maximum)
4. **NEVER SEND US YOUR ONLY COPY!** Keep your original; send copies. (If you send in your manuscript and then, for some reason, must cancel, it will not be critiqued or returned.) (SUGGESTION: BRING ADDITIONAL COPIES OF YOUR MANUSCRIPT WITH YOU.)
5. Place **each** manuscript in a 9 X 12 manila envelope (***self-adhesive type, NOT metal clasp type***). Do not bind, clip, or staple manuscript pages. Tape one Transmittal Form to the OUTSIDE of each manila envelope (any color), FRONT SIDE, top, VERTICALLY. Do not seal inner manuscript envelopes. Place both manila envelopes in one 10 x 13 manila envelope (any color) for mailing together. See following layout page for clear directions. We would ask you not to use the bubble packages as they are difficult to open on this end. Thanks!

On each Transmittal Form, indicate your preference for **one** of the following:

- **Editorial Review:** When asking for an Editorial Review, study the "What The Ed/Pub Wants to See" to help you choose the editor to look at your work. Check the website **after January 1** at [www.mounthermon.org/writers/forms](http://www.mounthermon.org/writers/forms). An Editor will only read to see whether your manuscript is suitable for publication by his/her publishing house or magazine. They will not critique your manuscript. If you are unsure who to request, let the Manuscript Critique Team choose an editor for you. *Again, Editorial REVIEWS are NOT CRITIQUES but cursory looks to see if their house would be interested in your work.*
  - **Critique/Consultation:** A professional writer (most often a freelancer) will critique your manuscript. Unless otherwise indicated, critiques may be written directly in the margins of your manuscripts. If you plan to show the same manuscript to an editor or another critic during the Conference, bring extra copies for this purpose.
6. **All advance manuscripts are due in our office by the latest, noon, March 27, 2012**  
*The faculty will attempt to have all advance-submitted manuscripts read and returned to you by Saturday evening of the Conference so that you may begin making appointments.*  
*If they are able to get them read earlier, it will be announced at public settings.*  
*Pick up your manuscript(s) at the Manuscript Retrieval table in the Hospitality Center.*