

# THE AUTHORS' AGENT

A Division of Chase Management Services Pty Ltd (ABN 40 065 582 416)

## SUBMISSION GUIDELINES

### Adult Non-Fiction

Prior to lodging a submission please contact *THE AUTHORS' AGENT* by email. Provided the *THE AUTHORS' AGENT* agrees to consider your submission, the following will be required:

- ❖ an outline which includes:
  - a brief description of the concept - why you're keen to write the book, its purpose, how it works, etc;
  - chapter-by-chapter summary of the content;
  - suggested specifications including: word extent, details of any illustrated matter preferred or essential;
  - key features;
  - unique selling points;
  - description of the target market;
  - main competition, including names of similar books currently on the market, plus features which make your book different to and better than the competition;
  - brief bio of yourself, including previously published works, specialist experience or qualifications within the scope of the submission, useful media contacts, etc.
- ❖ three to four sample chapters plus an introduction/preface. The Preface needn't be very long (probably 800 to 2000 words would be sufficient). It should explain:
  - why you decided to write the book;
  - what you hope to achieve;
  - how it is organised and why;
  - the rationale behind the selection of content;
  - how the reader might derive the most from the book (eg: is it necessary to be read from cover to cover or can a reader dip in and out at random, etc).

### Formatting

- ❖ Sample manuscript to be printed single-sided and double-spaced on A4 paper;
- ❖ special formatting or binding of submissions should be avoided;
- ❖ unless illustrative matter is integral to the work, do not include any disks;
- ❖ do not send any original artwork, photography or other illustrative matter;
- ❖ if you wish the material returned to you, include a stamped self-addressed envelope.

No unsolicited emailed submissions will be accepted. If invited by *THE AUTHORS' AGENT* to make a submission, this should be sent by post. While due care will be taken of sample material, *THE AUTHORS' AGENT* cannot be held responsible for accidental loss and/or damage. You would therefore be well advised to retain a copy of all material submitted.