



Manuscript Submission Guidelines

Please provide the full manuscript in standard manuscript format (see format guidelines on the next page). If illustrations, art, photographs, graphs, charts, or the like are integral to the work, please provide photocopies or electronic images of these. If we need to see the originals we will contact you.

Please allow 2-3 weeks for review. Every effort will be made to expedite this process and to give each project our fullest attention, but due to the large number of inquiries, proposals, and manuscripts received, the high volume of incoming material can cause delays.

All manuscripts sent via mail should be accompanied by a self-addressed, stamped envelope for our reply. If you desire your materials returned to you, please provide postage suitable for that purpose.

Tandem Light Press prefers to be the only house receiving the work. However, we will accept simultaneous submissions provided that the author makes this clear in a cover letter and immediately informs us if and when another publisher has tendered an offer or has accepted the work for publication.

All manuscript submissions must be accompanied by a completed online questionnaire. Manuscripts can be also uploaded using this link:
<http://www.emailmeform.com/builder/form/F9ToOgUbtL>

If you are not ready to submit your manuscript at the time of completing the questionnaire, please email your manuscript to:
inquiries@tandemlightpress.com

Your interest in Tandem Light Press is greatly appreciated.

Standard Manuscript Format

- White paper. No colored paper or electronic files with colored backgrounds.
- Single-sided. (Obviously this applies to hard copies.) We don't expect to look at the back of a page.
- Standard font: Courier, 12 point, is the standard font to use in manuscript format. This size is easy to read and makes all the letters take up the same amount of space on a line, so word counts are easy. Don't change fonts or sizes anywhere.
- Double space your manuscript, but don't put any extra space between paragraphs. Again, it's easy to read and leaves room for editing marks.
- Only one space between words or sentences. Traditionally, typists put an extra space after periods and colons, but this has been abandoned by publishers as a waste of space and paper.
- 1 to 1 1/4-inch margins top, bottom, left, and right. You want a maximum of 60 characters per line (10 words) and 25 lines per page to get an average of 250 words per page.
- Ragged, not justified alignment. Word processors can do justified alignment, whereby all the lines end flush with the right-hand margin, but don't do it. It changes the spacing between words in a way that is distracting.
- Include a header on every page except the title page. The header should put the page number in the upper right hand corner. This makes it easy to tell, when flipping through the manuscript, if a page has gone missing. Left of the page number, put your name and the title of your book, or a shortened version of each (for example "Dickens/Two Cities 25"). If a page gets separated from your manuscript and mixed up with other papers, this information will help us put it back in place.

- Title page. The title page will have the book's title centered, half-way down the page. Underneath that, also centered, put "By" followed by the author's name. In either the top left or bottom right corner, provide your contact details: name, address, phone number, email address. On the opposite side of the page, put your estimated word count.
- No bold, italics, or any other font effects. You can underline foreign words, titles, and things you want to emphasize, just as you would if you were using a typewriter (publishers will convert underlining to italics). Black is the only acceptable font color.
- Don't add hyphens to break up words at the end of a line. Most people wouldn't think to do this unless they had trained as a typist. But just in case you did, don't. The line divisions will change in the printed book, which means someone will have to go through the manuscript and remove many of the hyphens you add. So just leave them out.
- Start the first chapter 6 double-spaced lines down from the top of the next page. Center the chapter title or use "Chapter 1" if you don't want chapter titles. Then hit return twice to leave extra space before the story starts. Start every chapter on a new page, with a similar title.
- Put "End" at the bottom of the last page, so that we can know for certain it is the last page and nothing is missing.
- Do not bind or staple your pages together or include a cover. We want the pages to lie flat. We don't want to hold the manuscript open. Just stack the pages in order and pack them into a box.