

## Submissions Overview

PLEASE FOLLOW

guidelines as set forth here. We do NOT want to see paper submissions.

### **Concerning unsolicited manuscripts**

If you have not heard back from Heart Song Literary Agency within 12 weeks of submitting, please assume that we do not intend to pursue your query further.

### **General Information**

- Heart Song Literary Agency is looking at selected first-time authors, published authors and referrals. We accept ONLY e-mail submissions per requirements below. No zip files.
- Please study the types of submissions we service.
- All e-mail submissions sent to Heart Song Agents should be sent as a MS Word doc (or in rich text file format from another word processing program ) attached to an e-mail with “submission: title, authors name and word count” in the subject line.
- A proposal is A SINGLE document, not a collection of files. Place the query letter in the email itself.
- Do not send the entire proposal in the body of the e-mail or send PDF files.
- There is a nice checklist to ensure your manuscript is properly formatted that you are welcome to use.
- For the most part, Heart Song works with domestic (living in the United States or Canada) authors, but international writers are considered on an individual basis.

### **A Proper Proposal**

We evaluate a proposal almost as closely as we do the writing to see if it gives us all the information we need to effectively represent a project:

- Please create your nonfiction or fiction book proposal according to the instructions on the individual button for fiction or nonfiction. (links below).

- Your book proposal must be sent via e-mail unless we specifically request otherwise. We do not read or return unsolicited hard-copy queries or proposals.
- Never send us a complete manuscript until we ask to see it. Unsolicited manuscripts will not be read.
- Be sure to send us all the materials specified in our proposal guidelines; leaving out items will seriously slow down our efforts to evaluate your proposal.
- Please take care not to send us an attachment that contains macro (or other) viruses. Our antivirus software will simply strip away the complete attachment.

### **To E-mail Your Book Proposal...**

- Put these exact words in the Subject line: “submission: title, authors name”
- Include ONLY your query or cover letter in the body of your e-mail message.
- Combine the other items in a single Microsoft Word document and attach to the email query.
- Be sure that your attached document can be read by the current version of Microsoft Word. This is the word processor we use. Mac users, please be sure your document is compatible with other processors. If you aren’t certain, save the document as a “Rich Text Format” (.rtf) file which can be read by Microsoft Word. Virtually every modern word processing program can output Rich Text Format files.

### **Please Be Patient!**

Allow 8-12 weeks for us to fully evaluate your submission (we try to work faster!). It won’t speed up our evaluation process if you call or write to us. Please recognize that a literary agent spends much of each working day reading and evaluating submitted book proposals. As we explained above, we do not respond to unsolicited proposals unless we are interested in seeing more of the proposed manuscript. If you have not heard back from the Heart Song Literary Agency within 12 weeks of submitting an unsolicited proposal, please assume that we do not intend to pursue your query further.

Heartsongliterary.com