



Proposal Guidelines for Fiction Manuscripts

Directions: You may submit a hard copy or electronic copy. Please include the following in your proposal if applicable:

1. **Title Page:** Featuring title of work, authors' names and contact information such as phone numbers and email addresses.
2. **Brief Overview:** This should contain a one-sentence hook or tagline that summarizes or creates interest in the book, followed by two to four paragraphs that succinctly explain what the book is about – similar to back-cover copy.
3. **Audience/Market Breakdown:** Describe the audience to which the book will appeal. Does the work fit the publishing goals of White Dog Press? If appropriate, include market information about the audience such as whether there are specialized ways to engage them, what types of media they typically spend time and money on, and whether the author has any special relationship or connection to the audience or market. Be specific and demonstrate a firm understanding of exactly who will buy the book and why.
4. **Comparable Books:** Include a list of four or five previously published books that are comparable to the proposed project in some way. Give the title, author, and release year, along with a two to three sentence summary of the work and an explanation of how the proposed project is similar to or different from the example.
5. **Author Information/Marketing:** Provide background information about the author including an explanation as to why he or she is uniquely qualified to write the proposed project. You should also list any previously published work and any awards, certificates or degrees that are relevant to the project. List any contacts or qualifications the author has that would be helpful in marketing the book. Does the author have any specific plans or vehicles (such as blogs or newsletters) already in place for marketing the project?
6. **Publication Specifications:** Please address the following topics as they relate to the project:
 - a. Length - Provide an estimate of how many words the finished work will run, as well as how many chapters are expected.
 - b. Illustrations and extras - If applicable, indicate the number and type of illustrations, photos, or other artwork, as well as the possibility of those items being produced camera-ready. Also note whether the work will include any extra features such as literary discussion questions, activity sheets, or multimedia components.

- c. Timetable – Indicate whether the manuscript is completed or in progress. If the work is not completed, when will it be completed if an advance contract is offered? If the work is finished, how soon could it be sent to the Press for review if an editor is interested in looking at it? Once a proposal or manuscript is approved for publication, a contract will be drawn. If royalties or payments are applicable, then they will be set based on receivables from the author. Payments will be divided into three installments, with the first and second based on deliverables and final based on completion.
7. **Full Synopsis:** In three to five pages, describe the plot in detail from beginning to end.
 8. **Sample Chapters:** Include the first three chapters of the manuscript. For shorter children’s books and picture books, the entire manuscript should be submitted. Sample chapters and manuscripts should conform to the following specifications:
 - a. Font and Type Size - The entire manuscript should be single-sided, double-spaced and set in 12-point Palatino font.
 - b. Margins - Use 1-inch margins on all sides. Header and footer margins should be ½ inch on the top and bottom.
 - c. No Running Heads - Do not include running heads in the header or footer. (Example: author name, title, or chapter)
 - d. Justifications - The manuscript should align left only. Do not use justification or hyphenation features in your manuscript. The only words that should be hyphenated are compound words. (Example: Text on the left should be even and the text on the right should be jagged).
 - e. Page Numbering - Number all pages in the manuscript either consecutively or within each chapter.

Submit Proposals to:
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Chickasaw Press
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