

## NON-FICTION SUBMISSION GUIDELINES

We prefer electronic submissions of manuscripts. To submit an electronic submission for an appropriate work of nonfiction, please send a query letter accompanied by your curriculum vitae and/or publishing credit and your proposal. The proposal should include an overview of your work, an outline, a table of content, details of outstanding features, your target market and a competitive analysis.

Electronic submissions must include the query letter in the body of the email and the full proposal and curriculum vitae in the form of an email attachment. The attachment must be as an RTF file (Rich Text Format). No other document format will be accepted. Do not submit your proposal or curriculum vitae in the body of the email.

The query letter should include your name, address, telephone number, email address, a brief bio and a synopsis of your work. Always include publishing credits, if any.

The attached RTF file must look like a normal manuscript when printed out (refer to the snail mail submission details below). Your name, address and current email address must be on the first page of the attached RTF file. If missing, the manuscript will be rejected.

Snail mail submissions should include a query letter plus your detailed proposal, curriculum vitae and one or two finished chapters of your work. **Do not send a full manuscript by snail mail.** Both the query letter and the manuscript must be submitted on 8.5" x 11" white paper with at least 1-inch margins on all four sides. Manuscripts must be single sided only, and should be double-spaced. Manuscripts must be printed in black ink only. The first page of the manuscripts must include the author's name, postal address and email address on the top left corner of the first page. Title and author's byline should appear about halfway down the first page. All subsequent pages must include the author's last name and the manuscript title on the top left corner.

Hand written submissions will not be read.

**Manuscripts not conforming to the above submission format will be rejected.**

Manuscripts should be sent to:

[info@demarchepublishing.com](mailto:info@demarchepublishing.com)

Subject: Non-fiction Query

or

Submissions Editor

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