

# Excerpt Submission Guidelines

ACHILLEA FORTUNA PUBLISHING

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**Congratulations**, you have created something wonderful, and you are ready to share it with the world! We are excited to read an excerpt from your manuscript. But, before we get started, we wanted to give you a few guidelines to ensure your manuscript reaches our acquisitions department successfully.

We want to get a feel for your manuscript with a sample from you. The following guidelines are pretty easy to follow and ensure that one of our dedicated readers gets to check out your offering. Our readers are the ones who make sure your work makes it to our acquisitions department, where those folks determine if your book has the potential to reach production and readers all over the world.

If A.F.P. is interested in acquiring your book for publication, you will receive an email requesting a meeting to discuss the next steps with you. There is no need to contact us after you submit your excerpt.

- Only send a copy of the manuscript, DO NOT send original files.
- Do not Mail hard copy samples of your manuscript.
- Ensure your manuscript excerpt has been draft edited.
- Read our guidelines carefully. We will not read or consider your manuscript if you submit it with word count or page number overages.
- Do not include cover art.
- Do not send artwork that is to go into the book.
- *Maximum submission word count 5000 words*
- Please ensure there is ONE BLANK PAGE between each section of your sample submission.
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When sending your excerpt sample via email, please follow the below instructions

**EMAIL EXCERPT TO:** books@achilleafortuna.com

**SUBJECT LINE:** Attn: Excerpt Submission \_ YOUR NAME \_ MANUSCRIPT TITLE

**FILE FORMAT:** PDF files ONLY

**FILENAME:** YOUR FULL NAME \_ MANUSCRIPT NAME \_ DATE OF SUBMISSION

**PLEASE READ EACH STEP CAREFULLY BEFORE SUBMITTING YOUR  
SAMPLE**



## SECTION ONE – COVER PAGE

**Please include the following information in the order presented**

Apply the following format

**Font:** Arial

**Size:** 12 pt

**Justification:** Left

**Spacing:** Double

**Your legal name, address, phone number, and email address**

The contact information should be positioned in the upper left-hand corner of the cover page

- Single-spaced
- Left-justified alignment
- Title of the manuscript
- If you have a subtitle, it should appear on the same line as your title.
- Genre
- Word count, rounded to the nearest thousand

**Word or page count overages will not be considered for review**



## SECTION TWO – MANUSCRIPT EXCERPT SUMMARY

Apply the following format

**Font:** Arial

**Size:** 12 pt

**Justification:** Left

**Spacing:** Double

- Summary of manuscript
- Table of contents for the entire manuscript
- Pages total of the completed manuscript
- **Pages Overages will not be considered for review.**
  
- Word count of the completed manuscript
- **Word count overages will not be considered for review.**

### **History of the manuscript with dates**

- How many times has your manuscript been drafted?
- Has your manuscript been sent to another publisher?
- Have you self-published any version of the manuscript in part or in whole?



## SECTION THREE – MANUSCRIPT EXCERPT

Apply the following format

**Font:** Arial

**Size:** 12 pt

**Justification:** Left

**Spacing:** Double

**Minimum** - 10 page, **Maximum** - 20 page sample from the manuscript

**Minimum word count** - 2500, **Maximum word count** - 5000



## SECTION FOUR – AUTHOR BIO & CONTRIBUTORS

Please include a short personal bio. Your bio should describe yourself and your experience in the genre of your manuscript. Please be sure to include any information concerning contributors. If your manuscript is for a co-authored work, please include a bio for each co-author.

Apply the following format

**Font:** Arial

**Size:** 12 pt

**Justification:** Left

**Spacing:** Double

**Bio length:** 200 words

Do not include head-shots.