

QUERYING AGENTS

— A PUBLISHING CHECKLIST —

- Finish your novel and edit ruthlessly—never send an unfinished manuscript or a proposal for an idea to an agent!
- Write a synopsis that will arouse the agent’s interest and let her know what happens in the story (and gives away the ending).
- Start researching literary agencies and look for agents who represent your genre.
- Read the bios of the agents you want to submit to and check what types of stories she currently is and is not accepting.
- Check the agency’s submission guidelines and follow them *exactly*. If they ask for snail mail, send snail mail. If they say no attachments, paste your query into the body of the email.
- Write and format your query letter professionally according to industry standards, and paying attention to the agency’s submission guidelines.
- Have a friend or professional critique and check over your query.
- Address the agent as Mr./Ms. if you can find their name, and double-check that it is spelled correctly.
- Send your query! Note the date submitted and the expected response time which should be listed on the agency’s website.