



Submission Guidelines 2009

- Please contact the publisher prior to sending in your unsolicited manuscript. All contact should be via email and contain some information about your book, and a brief bio on you.
- Submissions must be submitted in hard copy as per the Manuscript Layout Guidelines
- Word limits are as follows:
 - Fast fiction 500 words
 - Novels - no limit however, you may submit the first 3-6 chapters if you prefer. If the full manuscript is required, we will request it at a later date.
- Please provide a stamped self addressed envelope large enough to hold your manuscript, if you would like it returned to you. Manuscripts that are received without a SAE, or one that is not the right size, will not be returned.
- It will take approximately 3 months for manuscripts to be initially assessed. Further review may take longer however we will advise you if this is necessary.
- Please provide a synopsis. This is a brief (maximum one A4 page) summary of your manuscript.
- Please provide a brief (maximum one A4 page) bio on yourself
- Manuscripts should be sent to:
 - The Submissions Editor
 - Tactile Books
 - PO Box 43
 - Floreat WA 6014
- All queries to be via email to the Submissions Editor at:
 - admin@tactilebookspublishing.com.au

Manuscript Layout

- Manuscripts (MS) must be typed on white A4 paper of not less than 80gsm.
- All MS must be double spaced (but NOT double-double spacing between paragraphs) and printed only on one side.
- All pages must be numbered. Top right is best. Beneath the very last paragraph on the very last page, print END.
- Typeface must be 12pt - either - 'Times New Roman', 'Arial' or 'Garamond' or a similar, sans serif, clear, easy-to-read font. (This is Arial).
- There must be a margin at the top/bottom and both sides of the printed area of a minimum of 3.0 cms.
- Never use full-justify on your MS (the feature that makes print flush on both sides of the page). 'Justify' creates variable spacing between letters and increases the number of words per page. Experienced editors, if they need to, can estimate the number of words so long as the page isn't fully justified.
- All new chapters must start on a fresh page. Chapter Numbers must be spelled out, in caps and centred at the top of the page. A gap of three lines should be allowed before the first paragraph of the new chapter.
- All paragraphs must be inset one tab (except the first paragraph of each chapter, which is full-out).
- Quotation Marks. Australian publishers follow the UK custom and usually 'employ single quotation marks.'
- Dialogue must be in separate paragraphs when spoken by different characters. No two characters may occupy the same paragraph with their dialogue.
- The MS must not be stapled or bound in any manner.
- To identify pages that may get lost or mislaid, place a 'header' (the title of the book) in 8pt at the top of every page of the MS. It's best immediately preceding the page number.
- The MS must have a cover page with the following information centered at the top of the page:
 - Title of book
 - Author Name - print your real name (rather than any non-de-plume)
 - Address, phone number(s), email address.
 - If you have an agent, include the agent's full details.
 - Word Count approximate to the nearest 100 or 500.
- If you have not heard from us after 3 months, please contact us to follow up your submission.