

SDBAS Publishing

E-MAIL SUBMISSION GUIDELINES

All E-Mail manuscript submissions must include the following

- 1) Subject header **MUST** include “SDBAS Publishing Book Submission” *Failure include a header will result in your email to be rejected by our spam filters.*
- 2) We only accept **completed** manuscripts. The e-mail must include a .DOC file attachment of the “Completed and Finished” copy.
- 3) The manuscript must follow the guidelines below.
- 4) Your e-mail must be in the form of a standard letter, and include the following information:
 - Brief description of the manuscript's subject (non-fiction) or a brief synopsis of the story (fiction).
 - The genre & sub-genre of the work (where applicable).
 - Your writing background if any
 - If you are writing a book on “How to” your experience and or credentials
 - If you have researched your competition and why your book would be more valuable than the competitors.
 - Whether your manuscript has already been copy edited
 - Your mailing address.
 - Your phone number
 - Your e-mail address, if other than the return address on the query letter.
- 5) E-mail submissions must be sent to sdbas.publishing@gmail.com
- 6) No phone calls are accepted regarding the status of your manuscript submission

REGULAR MAIL SUBMISSIONS

All Regular Mail manuscript submissions must include the following

- 1) Your package must contain a self-addressed stamped envelope for a response. If you want your manuscript or CD returned to you, your package must contain a self-addressed stamped mailer with the correct return mail postage already applied, including International Reply Coupons if you are mailing a submission from outside the United States. If you do not include a self-addressed mailer with the correct return mail postage, your manuscript **will not be returned to you**. Do not METER your return mailer or envelope, use stamps.

2) Your package must contain the “Finished” copy of your book in .DOC format. A printed copy is also accepted as long as you will be able to forward a .DOC file if your manuscript is selected. The manuscript must be on either CD, or Compact Flash card, (so it can be read on a Windows machine).

3) The manuscript must follow the guidelines as requested.

4) You must include with your package a standard letter, and include the following information:

- Brief description of the manuscript's subject (non-fiction) or a brief synopsis of the story (fiction).
- The genre & sub-genre of the work (where applicable).
- Whether your manuscript has already been copy edited
- Your writing background if any
- If you are writing a book on “How to” your experience and or credentials
- If you have researched your competition and why your book would be more valuable than the competitors.
- Your mailing address.
- Your phone number
- An e-mail address where we can contact you if we are interested in your work.

5) Postal submissions must be sent to the following address:

SDBAS Publishing
P.O. Box 7275
Loveland, CO 80537 USA

6) No phone calls are accepted regarding the status of your manuscript submission

Do not mail the only copy you have of your manuscript! We are not responsible for lost or stolen mail.

All submissions that do not follow the above guidelines will be *immediately rejected*.

Manuscript Format Guidelines

1) The manuscript must be double-spaced, 12 point font, Times New Roman, Courier New or Ariel, with paragraphs indented by tabs.

2) Each page should be numbered with author's name and title of book added. Numbering should be set in the center of the page.

3) Please use .DOC for your submissions.

4) The first page at the top of your manuscript must contain the following information.

Name
Street Address
City, State and ZIP
Phone and/or e-mail

Word Count = Approx. xxx,000

TITLE OF MANUSCRIPT
(Subtitle Of Manuscript)
(C) 2005 BY
YOUR NAME

We look forward to reviewing your work

Thank you!