



Steps to Take When You Prepare to Query an Editor or Agent

Book Prep

- We're assuming you've found a good idea and written the book completely and did much personal redrafting/editing.
- Beta Readers
 - Find beta readers to give you feedback
 - Writing groups or critique groups can help as well
- Proofread
 - For yourself ideas
 - Read aloud
 - Change font type/size
 - Print out & use a ruler to read one line at a time
 - Check our Editing Tips Freebie for more ideas!
- Final Read through
 - Check for mistakes
 - Use Spellcheck again

Research (Can be done during the same time as Preparing a Query Letter)

- Research Agents and Editors before querying
 - Sites such as QueryTracker.net, AgentQuery.com, or ManuscriptWishList.com can be invaluable to find and learn more about agents and editors
 - Make certain Agent or Editor represents your genre
 - Do not try to claim your genre is something different than it is
- Research to make certain company is reputable
 - Agents should NEVER charge reading fees
- A note on editors:
 - Many editors don't take unsolicited manuscripts without an agent, be certain you know if this is the case

Preparing a Query Letter (Can be done during the same time as Research)

- Write Query
 - Query should include, a hook and a short description of your book, and your About the Author noted below
 - Get feedback on the query
 - Once finalized, make sure it is proofread!
- About the Author
 - Write a short paragraph about you
 - Include interesting facts that can be related to your books
- Put Description and About the Author together in a Query Letter
 - Personalize the letter, including using the agent's or editor's name
 - Use normal font, keep letter color black, and background white
 - Let your words stand out without gimmicks
 - Proofread again!
 - Do not send a mass email. One email personalized to one agent at a time
 - Bonus Tip: Should be a page long, about 250 words

Optional Ideas

- Website
 - If you don't have one already, make one
 - You can do this yourself or hire it out
 - May include a blog, doesn't have to
- Social Media
 - Find which social media works for you and use it

Send Out those Queries!

- Congratulations! You're ready to send your query letters.
- Bonus tips: Make sure you follow the guidelines of the agent or editor you're querying!

Be prepared for rejections. Even some of the greatest writers have gotten rejections, but they persevered and eventually got published. You can do it!

Still have questions?

Book a package today at tlc4authors.com

or email us at info@tlc4authors.com

