

BRIARWOOD PUBLICATIONS & SASSY CAT BOOKS, INC.
150 West College Street, Rocky Mount, Virginia 24151

SUBMISSION GUIDELINES
(Currently considering submissions for release in 2003)

Please adhere to these guidelines for queries and submissions

- We DO NOT desire unsolicited manuscripts. Please call or submit query first. Printed manuscripts should be submitted on standard 8-1/2 x 11-inch paper. Photocopies are acceptable. DO NOT send originals or your only copy.
- All text should be double-spaced with 1-inch or greater margins all around.
- Use standard font or typeface throughout, either Times Roman or Courier 12-point preferred. Do not insert fancy fonts or formatting. A moderate amount of italics is acceptable, but do not boldface, enlarge or try to assist our editors in setting up for printing, as this will only result in our spending more time putting the manuscript into the proper format should we accept your work for publication.
- Left-justify text and use standard 1/2-inch (or five-space) paragraph indentations. Either one or two spaces between sentences are acceptable, but this must be consistent throughout. Do not insert extra lines between paragraphs, other than occasionally to indicate time passage or POV change.
- Headers on each page should include the author's name, book title and appropriate page number. Page numbers at the bottom of the page are also acceptable.
- Title or cover page should include book title, author's name, address, telephone number, email address (if applicable) and approximate word count. Should you wish your manuscript returned, please include sufficient postage.
- Electronic submission of manuscripts is welcomed. If you prefer to use this method, please include your manuscript in a single file as an email attachment. Zipped format is preferred, but not required. Manuscript files should be submitted in either MS Word, WordPerfect or as a minimum in Rich Text Format.
- If your manuscript is not currently in the proper format, or if you have doubts concerning grammar, spelling, layout etc., it is recommended that you have a professional editor correct the manuscript prior to submission. For a relatively small fee, we offer in-house word processing and editing service, should you desire, but in no way are you required or expected to use this service. Should your book be accepted for publication, we will, of course, provide normal editorial services in preparing galley proofs for printing. Your efforts in putting the manuscript into the best possible condition before submission will facilitate our review and possibly increase your chances that we will consider your work for publication.

For more information please contact us at:

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Fax: 540-489-4692 *51

or email: barbara@briarwoodva.com

Although unsolicited manuscripts are NOT desired, with your query you may include up to three sample chapters. In your cover letter, tell us a little about yourself and your book, but try to limit to one or two pages. If you desire to contact us after submission, please do so by email, if possible. We will make every effort to keep you informed and will respond to your submissions as soon as possible, normally within 2-3 weeks after receipt. We endeavor to publish each book within 12 months of contract date. Unless otherwise specified, all books with the exception of children's books are published as Trade Paperback.