



# MANUSCRIPT SUBMISSION GUIDELINES

We are a small company with a small staff, all of whom must wear many hats. We have limited time for looking at unsolicited submissions. Therefore we request that you take the time to read these guidelines thoroughly and follow them exactly, so that we may evaluate your submission as quickly and objectively as possible.

## MISSION

Conciliar Press is looking only for submissions that enhance our mission:

*Conciliar Media exists to carry out the Great Commission of Jesus Christ in North America through accessible and excellently crafted publications and creative media that lead to a living experience of God the Father, through Jesus Christ, in the Holy Spirit.*

*Our mission is to embrace the fullness of the Orthodox Christian faith; encourage the discipleship of believers; equip the faithful for ministry; and evangelize the unchurched.*

Please familiarize yourself with our website and read some of our books and/or magazines before you send us your submission.

## LOGISTICS

We accept only email submissions. We will not accept, return, or respond to manuscripts, proposals, or queries sent by fax or regular mail.

Please allow one month for a response. We may respond more quickly, or we may need more time, but you have permission to bug us (by email) after one month.

## FORMAT

All materials should be in 12 pt. standard serif font (e.g. Times, Minion, Georgia, Cambria) with 1 to 1 1/2-inch margins.

Queries and the descriptive sections of proposals may be single-spaced, with space between paragraphs and clear section headings.

**Sample chapters must be double-spaced.** Each chapter should begin on a new page, about a third of the way down the page. Use the Page Break tool rather than extra returns to begin a new page.

All submissions must be in Microsoft Word (.doc) or RTF format. Please do not send PDFs.

Submissions that do not adhere to the format described above will not be accepted. We apologize if these guidelines seem overly detailed and restrictive, but honestly, this is what we need to see in order to properly evaluate your submission.

## NONFICTION FOR ADULTS OR YOUNG ADULTS

*What We're Looking For* At this time we are particularly interested in books about Orthodox spirituality (suitable for laypeople); **unique** stories of journeys to Orthodoxy, pilgrimages, etc.; stories of Orthodoxy in other lands; biographies of holy people of contemporary times; and books of practical theology—how to live out our Orthodox faith in contemporary life. We are also very interested in high-quality books for young adults.

As a general rule, we are **not** interested in collections of homilies or essays; scholarly works; books that do not fill a unique need within the Orthodox community; or works of theology by recent converts.

We are open to translations, but the translator should first ascertain whether English-language rights to a title are available and obtainable before querying.

*Submission Procedures* **Step 1.** If you have a book you think might interest us (of which you have completed at least three chapters), please send first a **brief (1–2 page) query letter** describing your book and how it fits with our mission. Include also your qualifications for writing the book, the projected word count, and when you expect the manuscript to be finished. **Send this brief query in the body of the email.**

**Step 2.** If we are interested in seeing more, we will ask you to submit a professionally prepared book proposal, **not** a complete manuscript. Please include the following elements in your proposal. **Please combine all elements in a single Word document and send as an email attachment, with a brief cover letter in the body of the email.**

1. **Description** In one or two paragraphs, describe the book, including its rationale, scope, projected **word** (not page) count, illustrations, tables, etc. Include here when you expect the manuscript to be completed.

- 2. **Mission** Explain how your proposal fits into the mission of Conciliar Press as stated above.
- 3. **Audience** Describe the projected audience for the book. List any similar titles currently available and explain how your book is unique.
- 4. **Marketing** Describe your “platform,” if any—speaking engagements, podcast, blog, etc.—and what you will do to help promote your book.
- 5. **Author Bio** Include a current curriculum vitae for the author(s) or editor(s). We do not need to know everything you’ve ever done. Rather, emphasize writing experience, prior publication, and qualifications relevant to this particular book. Include your specific church affiliation.
- 6. **Contents** Include the complete Table of Contents, with a one-paragraph description of each chapter.
- 7. **Sample Material** Include the introduction, if any, and the first two or three chapters (no more than 50–60 pages altogether).

## FICTION FOR MIDDLE-GRADE, YOUNG ADULTS, OR ADULTS

This category includes fictionalized lives of saints. Straight biography/hagiography falls under the category of nonfiction.

*What We’re Looking For* We are open to fiction submissions for all age groups, but are particularly interested in fiction for middle-grade and young adults. We are looking for fiction that reflects an Orthodox Christian worldview and lifestyle, but is not moralistic or pedantic. The characters should show development that occurs (either overtly or subtly) in response to the grace of God working within the circumstances of the story.

If you are a beginning fiction writer—even if you have published in other genres—please solicit feedback from experienced fiction writers and/or editors before submitting to us. Fiction writing is an art that takes a great deal of time and practice to perfect. We are not interested in amateur-level fiction.

Please do not contact us about a fiction manuscript until it is complete.

*Submission Procedures* Step 1. If you have completed a book you think might interest us, please send first a **brief (1–2 page) query letter** describing your book and how it fits with our mission. Include in this

query a brief bio, mentioning any prior publications and your qualifications for writing the book; and specify the genre, target age range, and word count. **Send this brief query in the body of the email.**

**Step 2.** If we are interested in seeing more of your work, we will request either the full manuscript or a synopsis and sample chapters. A synopsis should be 1–5 pages, double-spaced. **DO NOT** send any portion of the manuscript unless it is requested. Requested materials should be sent as a single Word attachment, with a brief cover letter in the body of the email.

## BOOKS FOR YOUNGER CHILDREN

***What We're Looking For*** We are interested in picture books for toddlers and young children. Subject areas may include aspects of church life or history, lives of saints, prayer books, Bible stories, and fictional stories that show God at work in children's lives. Manuscripts should be approximately 800–1200 words (shorter for toddler books).

It is **not necessary** to submit art along with a picture book manuscript. In fact, unless the art is of professional quality, its inclusion can be detrimental. If we decide to publish your book, we will be responsible for finding an illustrator. The exception to this is if the author is also an **experienced professional** illustrator and has illustrated the book herself.

Picture books should be completed before querying.

***Submission Procedures*** **Step 1.** If you have completed a book you think might interest us, please send first a **brief (1–2 page) query letter** describing your book and how it fits with our mission. Include in this query a brief bio, mentioning any prior publications and your qualifications for writing the book; and specify the target age range and word count. **Send this brief query in the body of the email.**

**Step 2.** If we are interested in your project, we will request the full manuscript. **DO NOT** send any portion of the manuscript unless it is requested. The manuscript should be sent as a single Word attachment, with a brief cover letter in the body of the email. Format the text as an ordinary manuscript; do not break it into pages or include notes for illustration at this stage. Do not send a dummy. If you are offering your own professional-quality illustrations with the manuscript, please send one or two

samples as separate graphic files (JPEG or TIFF, not exceeding 1 MB each).

***For Artists***

We are certainly interested in seeing your work! Please send an email describing your experience and qualifications to the address below. You may include up to three samples as graphic files (not exceeding 1 MB each, please) or a link to your web portfolio.

**SEND ALL SUBMISSIONS VIA EMAIL TO:**

Katherine Hyde, Acquisitions Editor

khyde@conciliarmedia.com

Please include the words “CP submission” in your subject line.

**ADVICE TO BEGINNING AUTHORS**

We are open to working with first-time authors who have a great idea. However, we do not have the resources to provide extensive editing for those whose writing skills are not of professional quality. The internet and your local library or bookstore are full of excellent advice for improving your writing, as well as tips on understanding the publishing industry.

If you feel you have a great idea but lack the skill to do it justice, one option is to employ a developmental editor or ghostwriter. Conciliar Media will be happy to supply you with a list of qualified Orthodox writer/editors who can help you make your book the best it can be. Please email Katherine Hyde at the above address for this list.

We are committed to publishing only books of the highest quality, both in subject matter and in execution. Submitting a book proposal that is not professionally written will not do you or us any good. Please take the time to polish your proposal until it squeaks!