

Submission Guidelines

Updated March 2009

Submissions will be open for the first two weeks ONLY of each month beginning March 1, 2007. Anything submitted outside of the first two weeks will not be considered.

Treble Heart Books, as well as our MountainView Publishing, Sundowners and WhoooDoo Mysteries. The parent company opened July 2001 to submissions by invitation only. Please e-mail your query first. Include a brief synopsis of three or four paragraphs indicating which genre your story fits, plus word count. Sorry, we can no longer accept multiple submissions. We require 90 days from submission to consider your ms exclusively. After that, if we have not moved your ms on to an editor and you have not received a contract from us, you may submit elsewhere.

CAUTION: All submissions must be accompanied by a strong marketing plan you intend to utilize to gain your readership. Failure to market your book results in termination.

We have no interest in some genres and will not consider for them publication. Please read this guideline carefully. Books in our house will be rated similarly to the movie industry from G to R.

Poetry **Unacceptable**

Young Children's Books **Unacceptable**

Young Adult ages 13 to 17 **YES, Acceptable**

Autobiography **Unacceptable**

Erotica **Unacceptable**

Pornographic (X-rated) **Unacceptable**

In our MountainView division, we will not accept any manuscripts stronger in content than G. These books are inspirational or religious in nature, never sensual. Fiction: No profanity or open bedroom door sex at all. Should contain a strong Christian theme throughout, but absolutely no preachiness. Let your characters solve their problems through their faith in God, but please don't sermonize.

MountainView Non-fiction: A good Christian message with the idea of intriguing the reader, offering self help, learning how God and Jesus in your life can see you through the troubled times at home and abroad. We do not want emotionally devastating autobiographies written by people with terminal illness. Though this may be therapeutic for the writer, it can and often does really upset our editors and readers. That's not the purpose of good Christian non-fiction here. Instead, we want words of hope and inspiration, how-to. Use only brief, pertinent scripture within your non-fiction or fiction. Never overdo this or try to rewrite the Bible from your point of view.

Scholarly work is highly desirable as well as strong marketing skills. All submissions must be accompanied by a strong marketing plan you intend to follow to gain interest in your book.

A word about the editing process...

Treble Heart intends to publish only the highest quality books we can find. Your manuscript will be subject to a thorough editing process before acceptance. If your editor asks for minor changes, it will only be for the betterment of your book. You will be expected to make these revisions in the spirit of cooperation and utmost professional attitude. No editor will ask for changes that he/she does not feel strongly necessary to make your book the best marketable piece it can possibly be. Editing is necessary, not to change your writing, but to aid your book in becoming a more marketable piece. We want to publish great books!

Caution: Once you have submitted to us and the ms has been accepted, you must not make unauthorized changes prior to or after your ms has been through the editing process. Failure to comply can result in termination of your project and contract.

GENERAL MANUSCRIPT FORMATTING AND SUBMISSION GUIDELINES FOR ALL DIVISIONS

Note: Our submissions address has changed as shown below.

Electronic publishing requires a different format from print publishing. Send your manuscript and marketing plan as an attachments to e-mail. Only MS Word or RTF (Rich Text Format is preferred) are acceptable, Send full mss (No partials) to:

1thbsubmissions2@earthlink.net.

It's important to use your book's title as a file name, and, in the subject of your email, use the words "Query" or "Submission," depending on what you are sending.

Your ms must be its title page and all chapters in a single file, single-spaced in an email attachment.

Please do not use HTML or PDF files MS Word or RTF only.

If you are asked to submit a complete manuscript, the items below must be on your cover page.

Author's name

Author's address and email address

Author's phone number

Author's fax number if available

Author's e-mail address (Notification must reach us if you make a change.)

The center of the page should contain (aligned vertically and horizontally):

Title of the manuscript

Byline

Genre (A must)
Word count

First page of each chapter:

It is unnecessary to drop down a half page to begin your story. In electronic publishing this is neither desired nor required. Drop down two spaces from your Chapter Number and then begin the text. Times New Roman 12 is the preferred font. No extra spaces unless there is a chapter or scene break.

Format in Rich Text Format (rtf), single space. DO NOT USE TABS. Format your ms by using the paragraph, first line indent 0.3. This must be done in the original ms before you convert it to RTF. Always save your original file and convert only a copy.

We have no length restrictions other than the scope and number of characters must fit the length of your book. Too many characters in a short work such as a novella, will result in poor character and plot development.

Formatting:

We do not accept hard copy (paper mss by snail mail).

Most especially if you use a MAC, you must convert your manuscript to PC compatible RTF before you submit to us. Send your manuscript as an attachment to your email to:

1thbsubmissions2@earthlink.net

Please do NOT underline words you want in italics. We need you to actually make the words italic, unlike the manuscripts sent to NY publishing houses.

Tip: If your manuscript contains numerous typing errors, please don't expect the editor to fix or catch them for you. Your book's best insurance for being accepted is to make certain your manuscript is as error-free as you can possibly make it. That also means you should study our style sheet before submitting.

Use your spell checker. Even a good story, when sloppily typed, will likely receive a rejection. Format is a must. Please follow our style sheet in addition to this guideline.

The best thing to do is read our books to see what we buy. Do your homework before you submit.

We look forward to considering your manuscript, and wish you the best of luck placing your books with us. Our motto is QUALITY.

Warmest regards,
Lee Emory, Publisher

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