

# SUBMISSION GUIDELINES

All submissions to Sensible Publishing should be presented according to the guidelines set out below.

## General Guidelines

Fiction books should be typewritten or word-processed, single sided, using double line spacing in a serif font (for example Times New Roman), at point size 14. Non-fiction books should also be typewritten or word-processed. These should be double line spaced and set in a sans serif font (for example Arial), at point size 14. All page numbers should be shown clearly in the bottom right hand corner of the page.

Manuscripts should not be bound, but should be presented in a ring binder, or the pages loosely attached together by means of treasury tags.

Both fiction and non-fiction books should also follow the guidelines below:

A front cover sheet should be attached containing the name, address and daytime contact number of the author, together

with the title of the submission, number of pages and its classification as fiction or non-fiction.

All acknowledgements and references should be clearly marked in a separate document.

Two copies of all materials submitted are required.

All manuscripts must be submitted on white paper and in black ink. No other colour combination will be accepted.

No handwritten material will be accepted.

Manuscripts should be sent by Recorded Delivery or other method of posting where a signature will be required for receipt. We will accept no responsibility for loss of manuscript. Authors should note that we send an acknowledgement of receipt only where this has been specifically requested.

## Feedback

Please note that due to high levels of submissions it may be 6 weeks before you receive any feedback from Sensible Publications. Any manuscript not adhering to the above guidelines will be rejected immediately.

