



## **Author Submission Checklist**

Phoenix Voices Publishing

"Voices of the Unheard, Stories that Ignite"

### ☒ **Manuscript Requirements**

- ☐ Manuscript is complete
- ☐ Edited to the best of your ability
- ☐ Proper formatting:
  - All your chapters must be in one document divided into chapters, with each chapter starting on a new page.
  - Your submission must be in Word compatible format (.doc or .docx ONLY).
  - Please name your files as follows: author name\_book title\_what the file is. For example, if John Smith submitted a book called \*My Book\*, he would name the file Smith\_My Book\_Manuscript.
  - The submission must be in 12-point font, Times New Roman, Aptos, or Calibri.
  - The submission should have clearly labeled chapters with the chapter heading in 20-point font and bolded or use Heading 1 in Word.
  - Line spacing: Single-spaced with a 12-point space between paragraphs.
  - Scene breaks should be indicated by three asterisks (\*\*\*)
  - You do not have to number or apply headers/footers to your work, but if you do, you may put your last name and the page number.
  - Do not include front or back matter as that is acquired after submission.
  - Title page includes:
    - Manuscript Title
    - Author Name (and pen name if different)
    - Word count
    - Contact information

### **Story and Genre Fit**

- ☐ Clear genre alignment
- ☐ Strong character development and plot structure

### **Required Documents**

- ☐ Query Letter or Cover Letter
- ☐ Full Manuscript
- ☐ Synopsis (1–2 pages, single-spaced)
- ☐ Optional: Sample marketing ideas or platform

### **What Not to Submit**

- Incomplete manuscripts
- Work heavily reliant on AI-generated content
- Content promoting hate, abuse, or discrimination
- Poetry or children's picture books (unless specified in a call)

### **How to Submit**

- Submit your manuscript here: <https://phoenixvoicespublishing.com/submit-amanuscript>

### **What Happens Next**

- You'll receive a confirmation of your submission within 7 days.
- Our submissions panel will review your work, and we aim to respond within 90 days.
- If your manuscript is a fit, you will receive an acceptance letter from our Acquisitions Editor. Next steps will be an interview with the submissions panel.
- After the interview, if the panel believes you are a good fit, then you will receive another letter from Human Resources explaining that you are a good fit and you will receive all necessary paperwork to be signed.
- If After the Interview, the panel decides you are not a good you will receive that denial letter as well.
- If your manuscript is not a good fit, you will receive a denial letter from our Acquisitions Editor. The denial letter will explain why your book was not a good fit. If you change the things that are on the denial you can resubmit your manuscript.