



SIXELA BOOKS & PUBLISHING

Submission Guidelines

Dear Perspective Authors:

Sixela is pleased to receive query letters for fiction manuscripts, including those for novels, contemporary, urban, inspirational and motivational. Queries should include a cover letter, author background and publication history (if applicable), a detailed synopsis of the proposed work, the first four (4) chapters or the **entire typed manuscript if possible**. **Please indicate if the work is simultaneously submitted to other publishing houses.**

Sixela is a small, independent house; we only accept a very small percentage of the works proposed to us. Since the size of our editorial staff reflects the size of the company on the whole, we ask that you be patient while we consider your work. Our aim is to respond to proposals within two (2) months, and to requested manuscripts within one (1) month. While we appreciate the interest of all of the dedicated writers who propose and submit their work to us, we can't always adhere to these time frames, or provide as comprehensive a response to the works as we would like.

Sixela will **only** publish fiction. Writers familiar with what we have published in the past will know what sort of material we are most likely to publish in the future: powerful plots with solid urban and contemporary cultural underpinnings are the **ONLY** manuscripts selected for consideration for **Sixela** submissions. Novels must be rigorously coherent and integral to the plot, and overall, the work must strive for originality; manuscripts will be judged primarily on style, plot, characterization and whether or not they are marketable from **Sixela's** perspective. **Sixela** maintains a commitment to publishing extraordinary and exciting stories.

Electronic Submissions will not be accepted. Please submit your submission and all correspondence by mail to the following address:

Sixela Books & Publishing
C/o Submission Dept.
4449 Park Avenue
Bronx, New York 10457

Your submission must include your name, e-mail address, postal mailing address, and telephone number on both query/cover letter and the first page of the manuscript.

- **Minimal Formatting.** Use black fonts on White paper (8 ½" x 11"; loose sheets—binding preferred) Indent paragraphs, center chapter headers and scene break indicators (###, ***, etc.); use page breaks only at the end of chapters. For emphasis, choose underline or italics and use it throughout. Try to avoid bold face, as it tends not to show up. Also, avoid non-standard fonts, and unnecessary changes in font face, size, etc. Don't use fancy type faces or typographical designs as this can often be distracting. Paginate the pages consecutively; do not restart pagination for each chapter or section. Start each paragraph with a tab or initial indent. Do not space between paragraphs. Put only one space between each word and one space after sentence ending periods. **Make it readable, or we won't read it.** If something needs special formatting, e.g., small caps for a certain entity's dialog, please explain it in a cover letter.

- **Cover Letter.** Your cover letter is your query letter to us. It should contain an exciting opening that will “grab” our attention. One page is more than enough. Your cover letter should be clear and succinct and **Sixela** is discouraged by spelling errors, punctuation mistakes, and poor grammar. Don't try to “sell” the story in a cover letter. **It will stand or fall on its own merits.**
 - A. A single paragraph that introduces the story
 - B. A short description of the novel—its setting, its themes, its length; whether if this is a stand-alone book or will be part of a series
 - C. A brief explanation of why the story will appeal to readers
 - D. A concluding paragraph that introduces the writer and explains his/her motivation for writing the novel

- **Hardcopy Submissions.** Standard manuscript format only: double-spaced, one side of the page only, 1 1/2" margins on all four sides of the page. We will consider photocopies if they are dark and clear.
- **Font must be readable, or we won't read it.** This means 12 point or greater and standard book face, such as Times Roman or Courier or New Courier. Title, author name, and page number at the top of each page are mandatory
- **Manuscript Approval.** Once publisher approves the manuscript, floppy Disc or USB must be made available (**no viruses please**) for disk conversion.

NO SUBMISSION WILL BE RETURNED; PLEASE DO NOT SEND ORIGINAL ARTWORK OR IRREPLACEABLE DOCUMENTS AS WE CANNOT ASSUME RESPONSIBILITY FOR THESE.

As we receive several submissions daily, please allow a minimum, of one (1) to two (2) months for your manuscript to be reviewed.

Thank you very much for your interest in Sixela Books & Publishing!