MANUSCRIPTS and Portfolio Consultation Guidelines:

Manuscript and Portfolio Consultations will be offered this year as ten-minute phone conversations. When you register, you will be able to choose your reviewer and one ten-minute slot. You will only be able to see reviewers and time slots that are still available. Phone consultations are being offered on Friday, 10/23 from 4 - 7 pm, Saturday 10/24 from 6 - 9 pm, or Sunday, 10/25 from 1 - 4 pm. You may choose one manuscript/PB dummy or one portfolio consultation. Please read the guidelines and follow the steps:

Manuscripts or PB Dummy:
Conference attendees can register for one manuscript/PB Dummy critique. The additional fee for this option is $45. To reserve a consultation spot you must register for the conference AND email your manuscript (instructions below.) Please read the following BEFORE registering:

You will receive two forms of written feedback: notes written directly on your manuscript and a detailed evaluation form which highlights your story’s strengths and weaknesses. You will also receive a ten-minute follow-up phone call with your reviewer to ask any additional questions.

Please follow all the guidelines listed below. Failure to do so may result in your missing out on all or part of your consultation. No refunds will be given for manuscript consultations.

Review the bios of the manuscript consultants here. Select one or two as a back-up in case your first choice is no longer available.

During the registration process, you will have the option to select a manuscript consultation. Select the faculty member and time slot desired. Only faculty with open spots will be available for selection. TAKE NOTE OF THE TIME SLOT YOU SELECTED.

Once your registration is complete, email the first 10 pages of your manuscript and synopsis, if necessary, (see below) as ONE document to midatlanticscbwiconsults@gmail.com:

- Your 10 pages should be double spaced and in 12 point Arial or Times New Roman font. Please see Formatting Guidelines below for further details, if necessary.
- You must name your WORD DOC (or PDF for a PB Dummy) using the following format:
  - Title_FullName_Genre.doc.
  - For Example: TheHungerGames_SuzanneCollins_YA.doc
- Please make sure your name, email, and phone number is at the top of the first page of your document. If you don’t include your contact info, you may not receive your written notes or your follow-up phone call. (Cover pages are not necessary.)
- For MG, YA, and nonfiction books, please include a brief synopsis. The synopsis does not count as part of the 10 page limit, but it must be included as part of one document. (PB submissions do not need to include a synopsis.)
Email this single WORD DOC attachment to midatlanticscbwconsults@gmail.com by September 17, 2020.

In the subject line of your email place the name of your reviewer first, followed by your name, the name of your book, and the genre. For example: Sara Sargent – Suzanne Collins – THE HUNGER GAMES – YA

Manuscripts received after the September 17 deadline will not be forwarded to reviewers. All submissions are final. **Once you send in your pages you may not send in updates.**

**FORMATTING GUIDELINES:**
Manuscripts should be double spaced and with 12 point Arial or Times New Roman. All submissions must include your contact information on the first page, similar to this example:

```
Your Name
Your Address
City, State ZIP
Your Telephone Number
Your Email Address

TITLE IN ALL CAPS (halfway down page)
By Your Name

Your story begins here...
```

For picture books, submit the complete text of ONE picture book.
For chapter books and novels, submit only the first 10 pages, even if it cuts off mid-chapter.
Include a one-page, single-spaced synopsis.
Critique information:

- You will receive your marked-up pages and a written evaluation form a few days prior to your scheduled call.
- Your reviewer will call you for your follow-up phone call on the day and time you selected when you registered. You must be available at that time. If you miss your call, we are not able to reschedule.
- PLEASE NOTE: Your reviewer may call you from a phone number that shows as “Unknown Caller” on caller ID. Please be aware of this and answer your phone at the scheduled time.

Portfolios:
Conference attendees can register for a portfolio consultation. Portfolio consultations will take place over Zoom. Please follow all the guidelines listed below. Failure to do so may result in your missing out on all or part of your consultation. No refunds will be given for portfolio consultations.

Review the bios of the art director, agents, and illustrators [here](#).

When registering for the conference, you will have the option of selecting one portfolio consultation. Select the faculty and time for your ZOOM call.

Please email a link to your portfolio to midatlanticscbwconsults@gmail.com, no later than September 17. Be sure to name your reviewer in the subject line of the email. DO NOT attach any images.

**ADDITIONAL INFORMATION:**
Due to the sheer number of manuscript consultations, we cannot make any changes to call times or reviewer assignments. If you have any questions, please email Jess Stork at jess.stork@gmail.com or Deb Shumaker at dkshumaker@gmail.com. Include MANUSCRIPT CONSULTATION QUESTION as the subject of your email.