

Your Category of Submission **First page header at top left**
Your Name
Your Street Address
Your City, CT Your Zip
Your Phone Number

1-inch margins on all sides
Text in Times New Roman, black, 12-point

TITLE centered, ALL CAPS

two double spaces after title

Begin typing your manuscript here—near the middle of the first page. Use margins of 1 inch on the left, on the right, and on the top and bottom of the page. For this competition, the picture book word count limit is **1200** words or approximately 6 typed pages. Do not make section breaks for imagined illustrations or anticipated page breaks. Each portion of text— whether a single sentence or a brief paragraph—can follow each preceding one with normal paragraph indentation. All picture books, in both prose and poetry, must be double spaced; all

MG and YA novels, in prose or verse, must be double spaced. For novels, separate chapters must begin on a new page, five double spaces down. Each chapter must be labeled with a number or name. For MG and YA novels, you may submit only the first 25 pages of your manuscript, plus a brief but complete synopsis. Any extra pages of manuscript text will be discarded prior to judging. Your first page must include the header shown above at the top left corner. It must

Your Last Name, Your Title, Page # **header for second and all consecutive text pages**

include your category of submission, your name, your full primary address in CT, and your phone number.

From page two onward, the header must include your last name, your manuscript title, and a page number. This brief header, again at the top left corner, must appear on every page of text, from page two onward, when submitting a manuscript in the PB Text category, the Illustrated PB category, the MG Novel category, and the YA Novel category.

Each new paragraph should be indented five spaces. It should immediately follow the preceding paragraph (just one double space down—not two double spaces).

If you have written a novel, either middle grade or young adult, please create a synopsis that you will submit along with your first twenty-five manuscript pages. The synopsis should tell the complete plot and character development arc of your story, from beginning to end. You may choose to write several detailed paragraphs that summarize the action as well as the themes and character elements, or you may choose to create a chapter-by-chapter outline that briefly describes the principal work of each chapter from start to finish. In addition to its most important work of fleshing out your plot and characters, the full synopsis helps to assure the judges that you have completed your novel. Your complete novel must be available immediately upon request. It may be somewhat lengthy (three to five pages is fairly typical but fewer or more pages are permissible), or, with very careful crafting, it may also be a powerful single page. Our judges will be reading for "Story" and will not be critiquing your synopsis format, so feel free to choose the format that works best for you.

Your synopsis may be a single-spaced document (in black, 12-point, Times New Roman), and you may place it before or after your twenty-five manuscript pages. No cover letters of any kind

Your Last Name, Your Title, Page # header for second and all consecutive text pages

are necessary for any submissions; should you include one, it will not be sent to the judges.

Please do not add explanatory or personal notes to the judges at the end of your picture book or novel manuscript. Any notes that are found by the submissions committee will be removed or obscured.

Best wishes from the Tassy Team!