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## **Submission Guidelines**

OnStage Publishing is a children's book publisher. We publish chapter books, middle grade novels and young adult novels. We do not publish picture books. We do not publish short stories or poetry. Query first for non-fiction as non-fiction projects must spark our interest and be geared for grades three or up.

We are always seeking artwork. Artists, please see our artist guidelines.

### **Author Guidelines:**

OnStage Publishing is willing to consider unsolicited manuscripts. It is our policy to consider all submissions in the order they are received. We do accept simultaneous submissions but ask that they be identified as such. Please submit only one manuscript per SASE envelope. We feel it is important for you to know in advance that if our decision is negative, you will receive a form rejection letter. This procedure enables us to reduce the time it takes to respond to submissions, time we can devote to reviewing more submissions. You should receive an answer from us in approximately three to six months.

Should you wish Onstage Publishing to consider your manuscript, please submit a cover letter that includes the following:

- Your name, address and date of submission
- Synopsis (Brief one page summary of story)
- Intended audience - be specific: chapter book, middle grade novel, young adult. Include story's total word count and number of chapters if appropriate.

### **Fiction**

If under 100 pages, submit the completed, double-spaced manuscript. If over 100 pages, submit the first three chapters and a plot summary. If interested, we will request the rest to be sent.

Suggested manuscript lengths [this is only a guideline, not a hard and fast rule]:

Chapter books: 3,000 to 9,000 words  
Middle-grade novels: 10,000 to 40,000 words  
Young adult novels: 40,000 to 60,000 words

Submission etiquette:

*Please enclose a dated cover letter along with an SASE. We are unable to return materials unless you provide us with a self-addressed, stamped envelope that has sufficient postage. If there is no SASE included, we will NOT answer and will assume the materials can be discarded. Also, if materials are to be returned, make sure that the proper amount of postage is on the SASE.*

*We are unable to return manuscripts to destinations outside of the US without proper postage. Please be aware of postal costs and have the correct amount on the IRC. At this time, you may submit queries via e-mail. We will try this method to see if it will work for us.*

***\*Do not send submissions as e-mail attachments. Submissions sent in this manner will be automatically deleted from our computers and not acknowledged in any way.***

***\*Do not send submissions on a floppy disc. We will NOT read anything that comes in this manner.***

Artist Guidelines:

Here are a few things to remember when submitting materials to us:

- We do not publish “occasion stories” (i.e. Christmas, Easter, birthdays, etc.).
- Our chapter books need inside black/white line illustrations. All books need full color cover illustrations.
- Sample illustrations need to have one sample in full color to show your style and one sample in black/white to show your skill.
- The main characters in our books are children. We need to see how you portray children, especially children in action.
- If we decide that your work might be suitable for future projects, your samples will be placed in our illustrators’ file. This file is consulted for most new books. It is up to the artist to update that file, especially when the artist’s style changes.
- If you choose to submit your work to OnStage Publishing, please remember to include a covering letter and a stamped, self-addressed envelope large enough, with sufficient postage, to safely return your work if we do not put your work on file. ***Never send originals!***

The art director requests that you send your samples *by mail*. **PLEASE DO NOT SEND YOUR WORK BY E-MAIL OR COMPUTER DISK** unless specifically requested.

Address all submissions to “The Art Director” so that we can properly register your illustrations in our logbook/tracking system.