

Book Proposal Workshop

General Homework Guidelines

These guidelines will help you get your proposal done on time and in the best way possible.

1. Do your best to meet all deadlines. This is the most important thing you can do to make sure you finish on time and reap all the benefits of this course.
2. Save all your homework in a Word document and submit the file via the Book Proposal Workshop website. Name the file with the section name – <your last name>.doc or .docx. For example: Author Bio – Keller.docx.
3. Use serif font. New Times Roman is a serif font. This is Bookman Old Style and it is also a serif font. A serif font means the lower case “h” has little feet. This is not a serif font. See the lower case “h”? Serif fonts are considered easier to read when printed. Sans serif (“without serif”) fonts are considered better to read on a screen.
4. Use 12-point type for the body of each assignment but 20-point bold type for the section name. Put it at the top left of the first page only. For example:

Overview

5. Our editors’ suggestions are only suggestions based on their decades of experience. You don’t have to take them.
6. In some cases, you will be asked to submit a section twice. The majority of the proposal will only need one edit from our team. We strongly recommend that you simply incorporate the editor’s feedback and set it aside until it is time to submit the completed proposal at the end of the course.
7. Traffic is managed by Will Reichert. He is in charge of assigning editors and forwarding content between you and our team. If you have any questions or concerns, please email him at WReichert@KellerMedia.com

8. Most questions are designed to be answered as needed during the course itself. Attend the live class to ask your questions of Wendy in real time.
9. We want you to finish your proposal! The timing of the homework is based on what has worked for the majority of people Wendy has taught in the past. As much as possible, get your homework in on the day it is due. Elise will send it to the editors and forward their edits back to you (unread by her) as soon as possible. IF you don't see something back within 3-4 business days, let us know.
10. This can be fun! If you follow along and deliver to the best of your ability, you will finish a very good proposal in the time allotted. The schedule allows for a few "catch up" periods, so don't get discouraged. Keep at it and you'll soon find yourself crafting an excellent document ready to be shown to agents and publishers.

Best wishes with your book!

