

## Guidelines for Submitting a Manuscript

*Margaret Media, Inc. is not a traditional publisher. We operate as an alternative to commercial publishers and vanity presses or self-publishing. We are looking only for work on topics about Louisiana culture, history, etc. Before querying us or sending in any written work, please read our Mission and Operating Guidelines posted separately on the website. Feel free to call or e-mail if you have questions. We welcome first time authors.*

1. Queries are welcome but we prefer a summary of the work, a table of contents page and at least one completed chapter to get an idea of the quality and depth of the writing.
2. You must agree to the conditions of Margaret Media, Inc. as explained in our Mission and Operating Guidelines. This requires considerable responsibility on your part, so be sure to read the guidelines carefully.
3. Electronic submissions are acceptable as a first step. They should be in PDF file form accessible by a non-Macintosh computer. If the file is from a Mac, it must be converted to a regular Microsoft document before submitting it. Once the publisher expresses interest in reading the total manuscript, the author should be prepared to submit it in hard copy form.
4. Submit one manuscript at a time. We are a small operation and cannot handle multiple submissions simultaneously. Feel free to send the same manuscript to other publishers while we are looking at it and until a formal contract is signed. In cases where another publisher has expressed serious interest in the work, be courteous enough to inform us of that fact.
5. Let us know if you have photos, drawings or other illustrations in mind for the work. These will require additional cost and planning. If you don't have them but want to have some used in the text, or have someone able to supply them, we need to know that as well. (See Operating Guidelines to understand why we cannot handle full color photo books or children's books).
6. Allow 2 to 3 weeks for an initial response. We try to communicate promptly and expect the same of you if the work is accepted for publication. There will probably be several face-to-face meetings necessary, so if you are not in southeastern Louisiana, be prepared to cover travel expenses to meet with us.

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