

# How to Send Your Manuscript

**You can send your manuscript by email or post.** With each manuscript state clearly the market this is intended for. If it has been written without a specific market in mind, please say so. Make sure you give a word count. We aim to return work within 14-21 days (overseas writers please allow time for postage if you are mailing your script to us), but it might take longer for novel-length material, if our tutors are to go through it and comment in the detail we require.

**We will do our best to take care of your manuscript but we cannot be held responsible for material lost in transit – so please keep a copy of everything you send to us.**

## Sending Your Manuscript by Post

If you send your manuscript by post it must be typed, using double spacing (except in the case of poems) with sufficient margins for the tutor to write in if required. We cannot accept handwritten manuscripts. Please use one side of the paper only and we prefer a 12pt type size. Please use the form below and attach it to your manuscript with a cheque, cash or postal order for the appropriate amount. Alternatively you

can fill in details of your credit card, or if you paid online, write the order number on the form. The form and your work should be sent to:

**Review and Appraisal Service, The Writers Bureau, 8-10 Dutton Street, Manchester, M3 1LE, England**

## Sending Your Manuscript by Email

If you would like to send your manuscript by email you must still use double line spacing. Save the work in a single attachment, using Rich Text Format. Then attach it to a brief email providing your order number or details on how you are sending your fees and the information outlined above. Make sure you include your name and put 'Review and Appraisal' in the subject line. Send it to:

**randa@writersbureau.com**

**Note:** We can only accept manuscripts up to 10,000 words by email. All longer manuscripts must be sent by post with a cheque, credit card details or order number. This is because our tutors do not feel that they can give longer pieces of work their full attention on screen.

**Please complete and send with your manuscript.**

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