






The Debut Author Toolkit

Everything you need to take your first flight as an author.

What's Inside:

-  Submission Checklist
-  Manuscript Formatting Tips
-  How to Write a Query Letter
-  What to Expect After You Submit
-  Encouragement from the Everflight Team

Submission Checklist

- ☐ Your manuscript is complete (or first 3 chapters + synopsis if still in progress)
- ☐ Word count is listed (minimum 15,000 words; ideally 50,000–100,000 for fiction)
- ☐ You've included a brief query letter or cover note
- ☐ Your file is in .doc, .docx, or PDF format
- ☐ Your name, contact info, and book title are included in the file

Manuscript Formatting Tips

- Font: Times New Roman or Garamond, 12pt
- Spacing: Double-spaced
- Margins: 1 inch on all sides
- Indents: First line of each paragraph indented
- Title page: Include your book title, name/pen name, word count

How to Write a Query Letter

Keep it short, sweet, and real. Aim for 3 paragraphs:

1. Hook: One sentence that grabs attention. (Think: back cover vibe)
 2. Book Summary: 2-3 sentences summarizing your plot or purpose.
 3. About You: A short author bio or why you wrote the book.
-

Example:

“When 17-year-old Avery discovers she can speak to shadows, she’s forced into a world of forgotten magic and ancient wars. Her story is one of identity, grief, and bravery.”

‘The Echo Between’ is a 75,000-word YA fantasy novel that will appeal to fans of Leigh Bardugo and V.E. Schwab.

I’m a new author with a background in psychology, and this book is inspired by my personal journey with loss and growth.”

What to Expect After You Submit

- Confirmation: You’ll receive an email confirming we got your submission.
- Review Time: It takes about 4–8 weeks to review.
- Follow-Up: If your story is a fit, we’ll reach out with next steps.
- Personal Feedback: Even if we don’t accept your manuscript, we’ll do our best to give you helpful, encouraging feedback.

A Note from the Everflight Team

You don’t need a fancy resume or a dozen awards to be an author. You just need a story—and the courage to share it.

Whether your manuscript is your soul on paper or just a wild idea that won’t let go, we’re honored that you’re trusting us with it. Every author starts somewhere. Let your journey begin here.



— With love,
The Everflight Publishing Team