

How to Write a Book and Get Published

By Craig Lock

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This short extract is from my booklet HOW TO WRITE A BOOK AND GET PUBLISHED and is written for the "off-line" world of publishing. Hope it may be helpful to aspiring* authors.

* What's the definition of an aspiring author?

A waiter!

PRESENTATION OF YOUR "WORK OF ART"

by Craig Lock

Not how YOU dress, but how you "dress up" your work.

Some points to help you:

- * All text should be double spaced. When I started writing I didn't know what "double space" meant. Come a long way, "Sonny boy"!
- * one side A4 at least 25mm margin on either side
- * in black ink. Use a new ribbon. Must remember that one...when I can afford it.
- * consistent styles regarding bibliographic references should be used
- * don't use pins or staples. Use a rubber band or a paper clip to avoid inflicting serious injury on the editor with a "dangerous weapon"
- * on your final page write the words 'copy ends'
- * put in an approximate word count (I don't do it). Send your manuscript together, so it arrives on the editor's desk as one. Don't send in sections (after writing or checking). Bits and

pieces are then more likely to be mislaid (sounds disgusting!).

And it happens quite often - misplaced (better word) by publishers, I mean. If you do your work on a word processor using a computer disc (I do), also send the work on paper. That is the non-technical term for "software". Not tissue paper please!

NB:

Keep a COPY of everything.

All mail should have a return address. Always send a covering letter with your manuscript.

Multiple submissions: OK, but always remember to withdraw an offer, if publication is accepted by another publisher. Write immediately.

I find multiple submissions save a lot in finding a publisher, as publishers are often extremely tardy in replying to your unsolicited* (big word) submissions.

* that's not standing on unlit street corners at night looking for a publisher for your manuscript!

Finally, always try to give your work a 'real professional' look, as befits the effort put into your work of art.

Then

BE PATIENT

GOOD LUCK and HAPPY WRITING

Craig Lock

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What you can do, or dream you can do, begin it; boldness has genius, power and magic in it.

- Johann Wolfgang von Goethe

"Do what you love, then you'll never have to do a day's work in your life."

The "original" Online Creative Writing Course

<http://www.nzenterprise.com/writer/creative.html>

The books that Craig "felt inspired to write" are available at:

<http://www.nzenterprise.com/writer/books.html> and

<http://www.bridgeniche.com/CLOCK/zaniestbooks.htm>

All proceeds go to needy and underprivileged children - MINE

P.S: Give a man a fish and feed him for a day.

Give him the internet and he'll be happy playing in cyberspace for not weeks, or even years... but a lifetime!

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