

DO's and DON'Ts of Writing a Quintessential Query

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[Adams Literary](#)

DON'Ts

Dear Sir

Dear Another Agent

Send without complete manuscript

Send multiple manuscripts at once

Send way too long

Sound like a crazy person

Follow up in a few days

Follow up to see if received

Include gifts

Include photos

Use exploding envelopes

Include original art

Don't tells us it's under copyright

Send submission for adult

Don't enclose unprofessional art or art by friend, family member, or say that person is "working on it."

Come to our house

Submit physical copy when e-only

Submit to a million agents

DO's

Inquire about agency/publisher guidelines—follow them!

Spell agent/editor name correctly

Get company name right, and spell it correctly

State if it's exclusive or multiple, or exclusive until x date.

Correct spacing, grammar

Be professional

Keep it short

RESEARCH!!!

Be smart—target agent/publisher “know you work with this person”, “love this book/author” - don't send to 30 agents

List friends in common/books you love that we/editor rep/published - you learned from dedications/acknowledgements

List publishing credits

Write one-liner, flap copy

Update editor/agent if interested