Roots & Figs Submission Template

# 1. Cover Letter

Your Full Legal Name:

Preferred Pen Name (if any):

Email:

Phone Number:

Manuscript Title:

Word Count:

Brief Pitch (Logline/Hook):

Author Bio (including relevant publishing history):

Simultaneous Submission (Yes/No):

Confirmation that manuscript is complete and original:

# 2. Synopsis

Provide a 1–2 page summary of the plot (for fiction), or a detailed outline including structure, key arguments, and audience (for non-fiction).

# 3. Full Manuscript

Start with your title page, followed by a table of contents if applicable (especially for non-fiction). Ensure the manuscript is double-spaced, 12pt Times New Roman or Courier New, with 1-inch margins on all sides, and consecutive page numbers.