



HOW TO: SURVIVE DURING QUERYING

YOUR QUERY HAS BEEN SENT:

Now you wait. And wait some more. And then wait a little bit more.

POSSIBLE AGENT REPLIES:

- ☐ A rejection (personal or form)
 - ☐ A request (full or partial)
 - ☐ A revise and resubmit
-

REJECTION:

Accept these graciously. This business is very subjective and rejections aren't personal. You want the agent who understands and loves your manuscript as well and as much as you do. If the agent took the time to give you personalized feedback on why they're passing, reply with a polite thank you and move on. You may need or want to query this agent in the future and you don't want to burn bridges.

REQUEST:

Congrats! Celebrate! Someone wants to read more of your writing!

An agent can request either your full or partial manuscript. Make sure you pay attention to exactly what they want.

Tips on sending requests:

- Research the agent's submission guidelines
- If you are attaching as a document, name it: LastNameFirstName_TitleofManuscript so it's easy for the agent to identify and remember what they're reading.
- If you are attaching as a document, please make sure your pages are numbered.
- If you are submitting in an email, remove formatting to ensure readability. A simple copy and paste into Notepad will work, or use your email's 'remove formatting' function.
- Be gracious, polite, and professional in your return email.
- Wait some more.

REVISE AND RESUBMIT:

- Read the agent's email with an open mind
- Trust your instincts moving forward with revisions: you don't need to do everything the agent suggests just because they're an agent offering their opinion.
- Take the time to make the revisions properly, don't rush.
- Send to critique partners to get feedback.
- Follow the agent's re-submission guidelines.
- Be gracious, polite, and professional in your return email.
- Wait some more.

RULE OF THREE:

If you're querying and you are getting feedback from agents, follow the rule of three, which states: if you get at least three people telling you to revise one specific element of your manuscript, it's probably a legitimate revision worth your consideration. If you have a lot of people saying all different things, it can be subjective (unless what they're saying really resonates with you).

WAYS TO TRACK YOUR QUERYING RESULTS:

Spreadsheets have now become your best friend!

L4													
Clipboard Font Alignment Number Styles Cells Editing													
A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Project Agent	Agency	Email	Date Created	Date Query Sent	Query Method	Query Reply Date	Query Reply	Sub1 Sent Date	Sub1 Method	Sub1 Reply Date	Sub1 Reply	
2	HEARST'S (Jim McCarthy)	Dystel Goderich & Bourret	jmccarthy@dystel.com	11/14/2016	11/14/2016	E-Mail	11/17/2016	Query Rejected					
3	HEARST'S (Elana Roth Parker)	Laura Dail Literary Agency,	queries@ldlinc.com	11/14/2016	11/14/2016	E-Mail	12/1/2016	Query Rejected					
4	HEARST'S (Kortney Price)	Holloway Literary	submissions@holloway	12/2/2016	12/1/2016	E-Mail	12/4/2016	Query Rejected					
5	HEARST'S (Bibi Lewis)	Ethan Ellenberg Literary Ag	agent@ethanellenberg.	12/2/2016	12/1/2016	E-Mail	1/5/2017	Query Closed					
6	HEARST'S (Kristin Nelson)	Nelson Literary Agency, LLC	querykristin@nelsonage	12/2/2016	12/2/2016	E-Mail	12/5/2016	Query Rejected					
7	HEARST'S (Holly Root)	Waxman Leavell Literary	hollysubmit@waxmanle	11/14/2016	11/14/2016	E-Mail	12/16/2016	Query Closed					
8	HEARST'S (Laura Langlie)	Laura Langlie Agency	laura@lauralanglie.com	11/12/2016	11/9/2016	E-Mail	11/9/2016	Full Requested	11/9/2016	E-Mail	11/29/2016	Rejecte	
9	HEARST'S (Alyssa Henkin)	Trident Media Group, LLC	ahenkin@tridentmedia	11/12/2016	11/9/2016	Online Form	11/10/2016	Full Requested	11/10/2016	E-Mail			
10	HEARST'S (Rebecca Sherman)	Writers House	rebeccasubmissions@w	11/12/2016	11/9/2016	E-Mail	11/13/2016	Query Rejected					
11	HEARST'S (Shannon Powers)	McIntosh & Otis, Inc.	SPquery@mcintoshand	11/12/2016	11/9/2016	E-Mail	12/19/2016	Query Closed					
12	HEARST'S (Madelyn Burt)	Stonesong	submissions@stoneson	11/12/2016	11/9/2016	E-Mail	1/10/2017	Partial Requeste	1/10/2017	E-Mail	1/17/2017	Rejecte	

Examples of things to keep track of (obviously, YMMV – just make sure you ARE keeping track):

- Project/Manuscript Name
- Agent
- Agency
- Agent email
- date query sent
- query method
- query response
- submission 1 send date**
- submission 1 method
- submission 1 reply date
- submission 1 reply

** (this last category can go on if they are revising and re-submitting with you)

Querytracker.net has a free and paid membership

- You can research and find agents to query
- You can organize and track your queries (it automatically tracks all the items on the tabs you added to your spreadsheet above)
- You can explore agent data such as reply rates and typical response time

YOU HAVE AN OFFER:

- Congrats! Celebrate! Someone wants to represent your writing!
- Offer etiquette states you should inform each agent who has your manuscript that you've received an offer (not every agent you've ever sent a query to).
- Use same email you sent your full manuscript to and hit reply, change the subject of the email to NOTICE OF OFFER OF REPRESENTATION: MANUSCRIPT TITLE.
- Then write a short, polite email informing the agent of your offer and your deadline to decide.
- Offer to re-send your manuscript or answer any questions they may have.
- Agents may ask who your offering agent is. You don't need to answer that but it looks shady if you don't, so let them know if they ask.
- If you have more than one offer, Congrats! Use the same approach as with a Revise and Resubmit and carefully consider each.
- You don't need to accept any offer just because it's there. Do what's best for your career.

We hope this guide has been helpful. If you have any questions, please feel free to drop us a line at woediting@gmail.com.

Happy writing!