

To Create a Concise Synopsis, Follow This Format:

Title of the Book
(Synopsis)
Author Name

Genre(s) or Category(ies)
Word count of book

The first paragraph should consist of no more than a few sentences to convey the core of your book. For example, TITLE OF BOOK is about CHARACTER NAME, a smart, attractive female detective who encounters a murder victim whose life has eerily mimicked her own. And now, like the victim, [character first or last name] has a killer on her trail as well. The first time you mention a major character the name should be in ALL UPPERCASE. The rest of the time it should be capitalized normally. Every time you mention the title of the book it should be in ALL UPPERCASE.

Beginning with the second paragraph, tell the story of the book. The synopsis should introduce each main character and talk a bit about each major plot point or turning point, and that's all. Avoid bogging down your synopsis with unnecessarily detailed description. Despite what any of the writers' manuals recommend, a synopsis need not be a certain length. If one page is enough, that's fine. If it goes longer, that's fine too.

I recommend Times New Roman 12 point font and 1" margins all around.

Please use 1.5 line spacing and indent the first line of each paragraph (use the paragraph formatting dialogue box, not the tab bar or the spacebar) by .20" or .25" or .30". Please do not put an extra space between paragraphs. (For an excellent video lecture on Microsoft Word Essentials for Writers, visit <http://harveystanbrough.com/lecture-series>.)

Most importantly, remember that your synopsis is also your interview. It showcases your ability to write. Make sure it's clean and that it represents your best writing effort. If your synopsis is rife with typos or spelling errors or wrong words (He through the ring into the bayou) chances are nobody will read your manuscript.

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