

## Author Bios

### Key Points

- Write in third person
- Keep it short < 200 words
- Include:
  - Publishing history - short stories, journal articles, novels, etc.
  - Writing awards
  - Educational background – if relevant, better for non-fiction, legitimizes
  - Affiliations with writing groups & organizations - HWG, RWA, SCBWI, etc.
  - Unique and **relevant** life experience/personal info – not that you have a cat, unless maybe your book is about cats.
  - Platform - website, blog, twitter handle – like “You can visit her/him at [www.\\_\\_\\_\\_\\_](http://www._____)” at the end is probably enough.
- Everything you present is a writing sample—keep it tight, professional, and interesting
- Impress but don’t embellish; it’s a humble brag
- Don’t mention lack of credentials
- Update it as you progress in your career
- Have three different versions, each of different lengths
- Maybe provide a sense of your voice

## Single-Page Synopsis

A synopsis is a summary of your novel: beginning, middle and end. It highlights major plot points and storylines. It introduces main characters, their motivation, and the internal/external conflicts they face. But be wary of dry step-by-step descriptions. Pay attention to tone and style. Include feeling and emotion alongside action. Agents and publishers review synopses for sound structure and plot, fresh story ideas, unique characters with well-defined goals, and satisfying resolution. Make sure your synopsis is cohesive and compelling.

### Tips:

- Start with a hook
- Write your synopsis in 3<sup>rd</sup> person, present tense
- Use all caps the first time you introduce a character, then lowercase thereafter
- Don’t name secondary characters
- Answer who, what, where, why, and how and be sure to define the time and place
- Use active voice
- Choose specific words over general ones
- Include
  - Plot basics - inciting incident, story goal, climax, resolution, etc.
  - Main character’s arc
  - Major relationships
  - Internal and external conflict/motivation and theme
- Reveal the ending
- Cut unnecessary details – be willing to leave stuff out (and that includes minor characters).
- Consider the plot points important to your genre and be sure you hit them all
- Write with energy, enthusiasm and clarity.
- <http://www.how-to-write-a-book-now.com/how-to-write-a-synopsis.html#>
- <http://www.publishingcrawl.com/2012/04/17/how-to-write-a-1-page-synopsis/>
- <http://www.caroclarke.com/synopsis.html>