

## TRADITIONAL PUBLISHING

# Agent Research Before the Query

A strong query sent to the wrong agent is still the wrong submission. Research fit before you personalize.

Agent:

Agency:

Website:

Open to queries?

Date checked:

Categories / genres represented:

What this agent says they want:

Books or clients that show fit:

Why this manuscript belongs on their list:

Submission method:

Response policy:

Materials requested:

## BEFORE YOU SUBMIT

Verify the agency, recent sales or credible experience, the official submission route, and whether any fees or paid services are being required. Legitimate agents earn commission when they sell your work; research anything that feels unclear.

## KEEP THE RECORD

# Submission Tracker

Use one row for every submission. Record what actually happened, not what you hope happened.

| AGENT / AGENCY | DATE SENT | METHOD | MATERIALS | STATUS | RESPONSE | NEXT STEP |
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**Suggested status codes:** SENT · PARTIAL · FULL · PASS · OFFER · CLOSED / NO RESPONSE

## TRACK THE GUIDELINES TOO

Submission requirements change. Save the date you checked them and revisit the official agency page before sending.