

## STANDARD MANUSCRIPT FORMAT

1. Black type on white 8 1/2 x 11, 20# paper only – no colorful paper or stationery
2. 12-pt. font, Courier New or Times New Roman
3. One-inch margins all around
4. Name, Address, Phone Number, and Email at top left-hand corner, single-spaced
5. Word count – Upper right-hand corner (round up)
6. Title – About 3 inches down, or 1/3 of the way down the page – centered (no specialty fonts, larger font, caps, or bolded)
7. The name of author goes underneath title, centered (this is how you want to see it in print/byline)
8. Place a header at the top of each subsequent page with surname, title of story (or key word) and page number.
9. Double-space body.
10. Indent each paragraph by 1/2 inch or space over five spaces over
11. Print on only one side of the page
12. Two spaces after a punctuation a period, question mark or colon.
13. Punctuation always goes inside quotes
14. No spaces between en or em dashes
15. Do not justify. Keep it left-aligned.
16. Indicate dialog with quotation marks.
17. Some editors have quirks about serial commas or use of italics or underlining.
18. To change scenes or time, center a pound sign (#) on a blank line.
19. Begin a new paragraph every time a speaker change
20. To change scenes or time, center a pound sign (#) on a blank line. If a blank line falls at the end of a page, it can get ‘lost.’

If mailing a paper copy of several pages, do not staple. If mailing a paper copy of several pages, do not staple. Use a paperclip for a short manuscript, a box for a long one. Protect the short-story manuscript with a sheet of cardboard or slip it inside a manila folder. Send it flat in a manila envelope. Enclose another manila envelope, addressed and stamped, for your manuscript’s return, or include an addressed, stamped business-sized envelope (SASE) with a disposable manuscript.

## **MANUSCRIPT GUIDELINES FOR INTERNET**

1. Use Word.doc or text. Type your story in Notepad (or TextEdit on Mac) to get pure text.
2. **12-pt. font – WEB-READY FONT**
  - Serif font preferred: Times New Roman, Garamond, Georgia
  - Avoid bold, italics, or underline.
3. One-inch margins all around
4. Name, Address, Phone Number, and email at top left-hand corner, single-spaced; may add any relevant professional writers' groups may be added
5. Word count – Upper right-hand corner (round up)
6. Title – About 3 inches down, or 1/3 of the way down the page – centered (no special formatting – i.e. no large or fancy font, caps, or boldface)
7. The byline goes underneath title, centered (this is how you want to see it in print)
8. Double-space \*(unless submitting online)
9. No extra line spaces between paragraphs
10. Do not tab or space over for indents (use paragraph settings to set up)
11. Only **one space** after a punctuation a period, question mark or colon.
12. Indicate dialog with quotation marks. Use 'curly or smart quotes' vs. 'straight quotes.'
13. Punctuation always goes inside quotes
14. No spaces between en or em dashes
15. Do not justify the right margin (unless requested). Keep it ragged (left-aligned)

*Some prefer block/justified paragraphs with line spacing, most do not. Check guidelines*