

Name of Author [not pseudonym or pen name]
Address
City, ST Zip Code
e-mail address
Phone #

about 900 words

THIS IS THE TITLE
by Sue Doe Nim [Publication name, pen name, etc.]

This is the beginning of the story, using the style called "Text". Unless the editor or publisher specifically allows a choice of typefaces, use the long-time manuscript standard -- the Courier type face, which is usually called New Courier (Courier Final Draft®, packaged with the Final Draft scriptwriting program. On many printers, prints with insufficient contrast for easy reading. If your printer doesn't allow adjusting the heaviness of the typeface, try bolding the Courier New). Within a manuscript, don't

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change fonts or use fancy type faces; don't use italics or other effects. You're submitting a manuscript, not a printed text; the editor will decide on fonts and effects for printing, and wants only a clean manuscript that can be edited and marked for printing. If you want something to be italicized in the printed version, underline it, don't italicize it.

Minimum margins are 1 inch, both sides, top, and bottom (this template is set for 1.25" all around, with headers and footers 1 inch from the edge of the paper). "White space" and uncrowded pages are visually more attractive and less tiring to a reader; also the white space allows room for revision and typesetting notes.

Styles unique to this template are: "Text", "FirstPageHeader", "TITLE", "Byline", "PageHeader", "BreakScene", and "End". If your word processor allows you to delete or hide the many other styles, do so.

Turn off widow/orphan control (<Format><Paragraph><Line and Page Breaks>), so that traditional word count estimates (based on 25 lines per page, 10 words per line) are not thrown off. As computers

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and printers vary, check your page view to make sure that you are getting 25 lines per page before you print your manuscript copy for submission. Print only on white standard 20 pound bond paper -- no fancy papers. Indeed, before you submit a manuscript, check the publisher's guidelines for any specific format requirements and adjust your manuscript to their requirements; there are minor variations, and it's best to fit as closely as you can to their requirements. With many submissions to be read, it's easy for an editor to reject submissions based on immediate appearance; give yourself the chance that they'll actually start reading your manuscript. Note that most competitions have requirements that differ slightly from the standard format; for example, the author's name and by-line are included only on a separate cover sheet, not on the manuscript pages.

The first line of each paragraph is indented 5 spaces (1/2 inch), and hyphenation is turned off. Only type in hyphens that will occur for hyphenated phrases, such as "run-of-the-mill". For an "em" dash, which is used to indicate breaks in thought -- such as when there's a shift

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in thought or an explanatory phrase -- type in two dashes; be consistent in using or not using a space before and after these dashes: "word -- another word" or "word--another word". Between a period and the beginning of a new sentence, use two spaces; also use two spaces after a colon. For an ellipsis to indicate a discontinued thought or a pause longer than a comma or semi-colon, but shorter than a period (full stop), use three periods, preceded and followed by a space: "Wait," he said, "I think ... no, go ahead." This use of the ellipsis is standard in dramatic writing, but is not standard in regular prose writing, where the ellipsis can mean that something has been deleted.

If this is the end of a scene or section, the line between scenes contains a centered "#" character on a separate line:

#

This is the beginning of the next scene or section.

The first page header begins with the name (the "real" name of the author, not a pseudonym or pen name), mailing address, and contact information flush left. Flush right

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following the name is the approximate word count, based on words per line x lines per page x number of pages, rounded to the nearest hundred. This will not agree with the word count function, which may be used instead of the traditional estimate. Payment (if any) will usually be based on the editor's estimate, not the writer's word count. After the first page header, space down and place the title between 1/3 and 1/2 page down (this template uses 10 double line spaces), followed by the byline -- the name under which the story is to be published), then the text.

The page header for pages after the first page is flush right, beginning with the last name (the by-line name) of the writer, then a short title of a few words, then the page number. These three items are separated by slashes with a space to each side of the slash.

In this template a copyright notice and a date don't appear anywhere. Some editors are apparently offended by a copyright notice on a manuscript, which implies that the author suspects that they would steal an un-copyrighted story. Dates are thought to remind editors that the story isn't fresh out of the writer's computer. If you want to

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get published, it's probably best to follow the traditions of no copyright notices and no dates. Just make sure you have dated copies in your files, and have some documentation and witnesses that you claimed the work prior to the date you mailed it. You can easily register most works online with the U.S. Copyright Office or with Writer's Guild of America-West; for short stories (you can put several together and register them as a collection). The current U.S. Copyright Office (www.copyright.gov) online registration fee is \$35.

At the end of the story, either use nothing, or simply a centered "end", "End", "###", "END" or "The End":

###

Date (Optional)