

Your Name
Your address
Your city, state and zip
Your phone number
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word count
genre, if needed

Title

by Your Name

Use 1" to 1.25" margins—this sample has one inch. Use a standard 12-point font (Calibri, Times New Roman). (*This doc is Arial 11 to fit in all instructions.*) In Paragraph formatting, set Space after to zero for entire document (Word defaults to 8pt). Start 1/3 to 1/2 down the page and put the title of your piece followed by your byline (how you want your name to appear on the story/article/book—a pen name or initials and last name or?). Triple space, then begin your double-spaced text. Do not start with a summary or synopsis, just jump right in.

Do not justify the text; in other words, the right margin should be ragged, not straight like the left margin. If you set your ruler to indent new paragraphs, it will automatically tab the next paragraph when you hit return. Otherwise use a tab to start a new paragraph. Don't double double space between paragraphs—just hit return/enter.

Use same format for fiction or nonfiction, for magazines or books. Poetry is the only exception. Poetry is usually single spaced and double-spaced between stanzas. Chapter headings for books start down the page like this page did.

Succeeding pages will have your name, a keyword from the title, and page numbers—usually this is at the top of the pages in a header. Only print on one side of the paper. Do not staple the pages together.