



FORMATTING THE MANUSCRIPT

FORMAT	SHORT STORY	NOVEL	NONFICTION BOOK	NONFICTION ARTICLE
Margins Justification	1" all sides Left side only	1" all sides Left side only	1" all sides Left side only	1" all sides Left side only
Font	12 pt Times Roman, Courier or Arial	12 pt Times Roman, Courier or Arial	12 pt Times Roman, Courier or Arial	12 pt Times Roman
Paper	20 lb white bond	20 lb white bond	20 lb white bond	20 lb white bond
Line Spacing	Double	Double	Double	Double
Paragraphing	Indent 5 spaces	Indent 5 spaces	Indent 5 spaces	Indent 5 spaces
Stapling: NEVER (Also, don't clip or staple your cover letter to the ms.)	Use paper clips or butterfly clamps if too thick for paper clips.	Don't punch holes or submit in ring binder; submit loose-leaf in envelope.	Don't punch holes or submit in ring binder; submit loose-leaf in envelope.	Use paper clips or butterfly clamps if too thick for paper clips.
Copyright Notice	NEVER	NEVER	NEVER	NEVER
At the end	<i>Optional:</i> Type "THE END"			<i>Optional:</i> Type "-30-" or "-###-"
<i>Sidebars, captions, etc.</i>	Not applicable	Not applicable	Insert at end of chapter, the elements that fall outside the flow of the chapter.	
<i>Separate Title Page:</i> Author Name, Address, Phone, Fax and E-Mail	None	Top left	Top left	None
Word Count		Top right	Top right	
Ms. Title		Center in middle of page, all caps	Center in middle of page, all caps	
Succeeding Lines		A Novel by (Author Name)	by (Author Name)	
Page Number		None	None	

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<i>First Page:</i> Pagination	None	Top Right	Top Right	None
Word Count/Rights Offered	Top right corner	None	None	Top right corner plus word count for each sidebar
Author: Name, Address, Phone, Fax, E-Mail	Top left corner	Last Name/Title as a Slug Line at Left Margin	Last Name/Title as a Slug Line at Left Margin	Top left corner
Title	Centered, all caps, 1/3 down the page from top margin	See above	See above	All caps or bold; underline or italics subtitle; 1/3 down
“By” Line	Double spaced, lowercase, centered under title	None	None	Double spaced, lowercase, centered under title
Pseudonym	Double spaced, all caps	None	None	Double spaced, all caps
Author Name	In parentheses on next line	See re slug line.	See re slug line.	In parentheses on next line
Chapter Number/Title		All Caps separated by two hyphens 1/3 down	Ch. #: Center, 1/3 down/Ch. Title: two lines between # and Ch. Title	
First Line of ms; indent	Four lines after author name	Four lines after Chapter Number	Four lines after Chapter Number	Four lines after author name
<i>2nd through last pages:</i> Header	<i>Right Corner:</i> Insert one- or two-word name (author or for name of story) and page number	<i>Left Corner:</i> Author last name and one or two words or for name of story <i>Right Corner:</i> Page number	<i>Left Corner:</i> Author last name and one or two words or for name of book <i>Right Corner:</i> Page number	<i>Left Corner:</i> Insert one- or two-word name for article title <i>Right Corner:</i> Page number in Arabic numbers

