

Your Name
Your address
Your city, state and zip
Your phone number
Your email

word count
genre, if needed

Title

by Your Name

Use one inch to 1.25" margins. Use a standard 12 point font. Start 1/3 to 1/2 down the page and put the title of your piece followed by your by-line (how you want your name to appear on the story; it could be a pen name or your first initial and your last name). 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. Show new paragraphs by the use of a tab which indents the first line by five spaces. Don't double double space between paragraphs.

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.