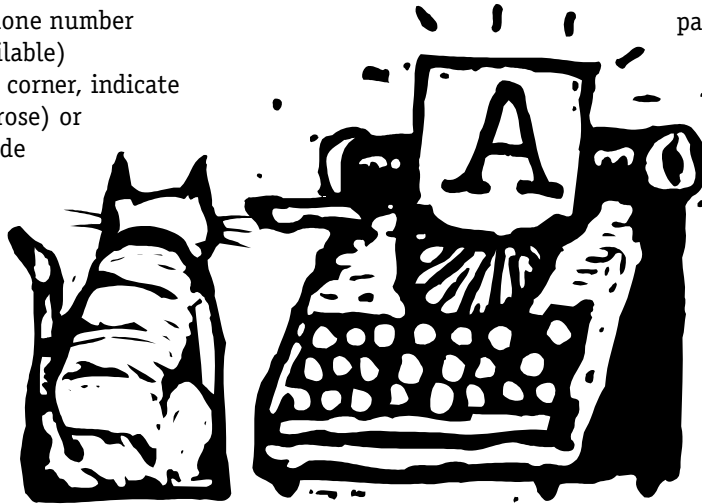


# How to Format Your Manuscript

These guidelines apply when preparing materials to share in writers group or when sending work to an editor or publisher for possible publication:

- Work must be typed for readability.
- Type in a 12-point serif type, such as Times Roman.
- Type on only one side of plain, white, 8.5 x 11-inch copy paper.
- Allow ample margins—at least an inch top, bottom, left and right.
- Single-space a heading in the upper lefthand corner that identifies your work:
  - ✍ Name
  - ✍ Address
  - ✍ Area code and telephone number
  - ✍ Email address (if available)
- In the upper right-hand corner, indicate number of words (for prose) or lines (for poetry). Include titles but not bylines.
- Prose for different audiences...
  - ✍ Adult—Center title halfway down page.
  - ✍ Child—Center title two-thirds down the page.
- For poetry, double-space twice after the heading and type your title, either centered or flush left. Whichever you choose, the body of the poem should be formatted the same way.
- Double-space after title and type a byline—by [your name as you want it to appear]. Whether this is centered or not should follow the title.
- Double-space twice and begin typing body.
- Double-space all prose and children's poetry (double-space twice between stanzas), and single-space other poetry.
- Numbering additional pages...
  - ✍ For prose, type last name and page number in upper right.
  - ✍ For poetry, repeat single-spaced heading in upper left—name and address—then add a line beneath with poem title and page number, and another line with either "continue stanza" or "new stanza" to explain how the publisher should set the type.
- Double-space and continue typing text.
- Paper-clip multiple pages, but do not staple.



These additional guidelines apply only when offering work for publication and are not necessary within the writers group.

- Include a brief cover letter typed in standard business style on white paper.
  - ✍ Type your name and address single-spaced, either centered or flush left in the upper right side.
  - ✍ Double-space and type the date flush left.
  - ✍ Double-space again and type flush left the address to which you're sending material.
  - ✍ Double-space between paragraphs, but single space the paragraph itself. Because you skip a space between the lines you do not need to indent first line of paragraphs.
    - ✍ A complimentary close, such as "Sincerely," followed by four blank lines, followed by your name typed. Your signature goes in the blank space.
- Address the letter to either "Fiction Editor," "Poetry Editor" or "Nonfiction Editor," depending on the nature of your work. People in these roles change often, and you will look silly if you use the wrong name.
- Because you aren't using an actual name, your salutation should be "Dear Madam or Sir:"
- Include in the body of the letter these statements...
  - ✍ "Please consider the enclosed story/poem/essay, "title," for publication."
  - ✍ "I've enclosed a self-addressed, stamped envelope for your reply; please recycle the manuscript."
  - ✍ Something about your writing background and education. If you have an MFA in creative writing, by all means say so; work by MFAs often skips automatically to the second-tier review level. If you studied with a particular author, mention that, but don't namedrop indiscriminately.
  - ✍ "Thank you so much for your time and careful attention."
- You may also type your phone number underneath your signature.
- Send materials unfolded in a white 9x12 or 10x13 envelope. Editors often write comments on the envelope as work is passed around and discussed.