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Approximate Number of Words

Start with your title
about 1/2 way down
the first page.



TITLE (all caps)

by Your Name

Indent each paragraph about 1 inch. Use Times New Roman font, size 12, and double space your story or poem. This allows space for the editor to make notes to you. See page two for additional page formatting.

Last Name, TITLE
Page Number

Start each additional page about 1 and 1/2 inches down the paper. Continue in this way until your manuscript is complete. Leave your left hand margin ragged (don't justify), making your manuscript easier to read. Check the publisher's website, to make sure that you've included any additional information they may require.