



PROFESSIONAL TIPS

- Use a good weight, white paper, A4
- Type double-spaced, with no more than 25 lines to the page (except the first page, which is shorter).
- Allow margins of at least 1" on each side of the paper.
- Number each page consecutively in the upper right-hand corner, with the exception of the first page, which is not numbered.
- Include in the upper left-hand corner of every page (with the exception of the first page) your last name and a key word from the title.
- Select an easy-to-read style of type such as Arial or Times New Roman. Avoid elaborate or script-type styles. Your font size should be 12pt, **easy to read**.
- Dot-matrix is the least desirable type of printer; some publishers refuse to read manuscripts submitted in dot-matrix print because it is difficult to read. Laser and inkjet printers are preferred. In all cases, be sure the ink is dark enough.
- For continuous feed printers, use laser edge paper that tears smoothly. If you use a tractor feed printer to print your manuscripts, tear off the holes on the sides, and tear the pages apart.
- Keep one hard copy and one electronic file.

The format of the first page **MIGHT** look something like this:

Your Name
Your Address
City, County, postal code
Your Telephone Number
Your Email Address

TITLE ALL IN CAPS (half-way down page)
By Your Name

Your story begins here (three quarters-way down page).