MANUSCRIPT FORMATS FOR SUBMISSION

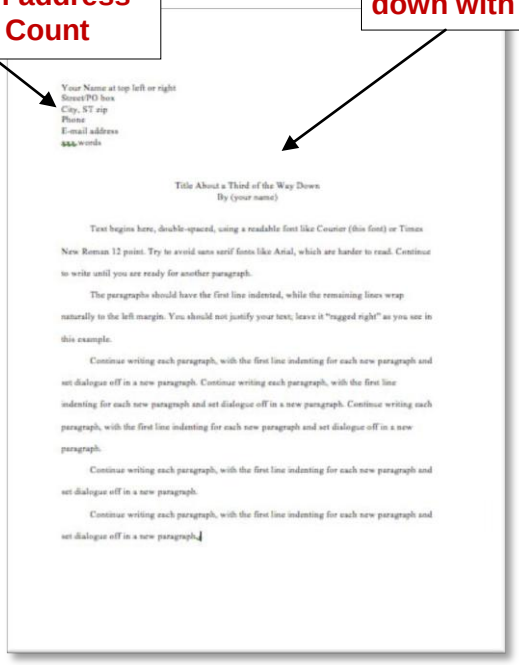
General Notes:

- 1" margins top, bottom, right, left
- Double-spaced lines
- Indented first line of each paragraph
- Times Roman or similar font, 12 point
- Don't justify your text; leave it "ragged right"
- Usually no page numbering on first page of manuscript
- Use the header feature in your word processing program for the last name/title and page number.

NARRATIVE PICTURE BOOK/READERS /NOVELS 1st PAGE

Name
Address
Phone number
E-mail address
Word Count

Title about 1/3 down with byline



Your Name at top left or right
Street/PO box
City, ST zip
Phone
E-mail address
xxx words

Title About a Third of the Way Down
By (your name)

Text begins here, double-spaced, using a readable font like Courier (this font) or Times New Roman 12 point. Try to avoid sans serif fonts like Arial, which are harder to read. Continue to write until you are ready for another paragraph.

The paragraphs should have the first line indented, while the remaining lines wrap naturally to the left margin. You should not justify your text; leave it "ragged right" as you see in this example.

Continue writing each paragraph, with the first line indenting for each new paragraph and set dialogue off in a new paragraph. Continue writing each paragraph, with the first line indenting for each new paragraph and set dialogue off in a new paragraph. Continue writing each paragraph, with the first line indenting for each new paragraph and set dialogue off in a new paragraph.

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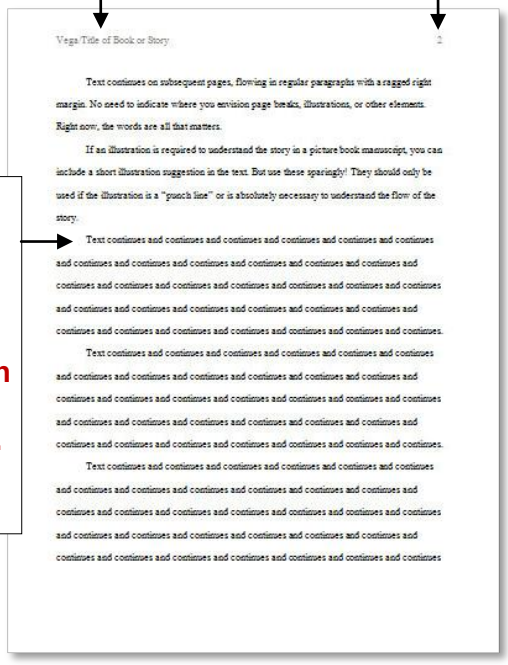
NARRATIVE PICTURE BOOK/READERS /NOVELS SUBSEQUENT PAGES

Last name/title

Page #

Indent first lines of paragraphs (.5") – use Format – Paragraph, Special, First Line Indent in Word or equivalent in your word processing program. Don't use spaces or tabs!



Vega/Title of Book or Story 2

Text continues on subsequent pages, flowing in regular paragraphs with a ragged right margin. No need to indicate where you envision page breaks, illustrations, or other elements. Right now, the words are all that matters.

If an illustration is required to understand the story in a picture book manuscript, you can include a short illustration suggestion in the text. But use these sparingly! They should only be used if the illustration is a "punch line" or is absolutely necessary to understand the flow of the story.

Text continues and continues and continues and