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This is the format you should follow when presenting the final draft of your manuscript. Be sure you use only white paper that is 8 ½ x 11. Also, use bond paper with a weight of at least 16 lbs. If you are using a typewriter, be sure to use a clean, black ribbon. Also make sure your typewriter keys are clean and in working order. Leave a margin of at least 1 to 1 ½ inches around your text. Font should be serif (Times Roman recommended) 12 points.

The title of your story should be located on the center of the page, about 4 ½ inches from the top of the page. Type the title all in upper case letters. You do not need to put your name underneath the title, but you can if you use a pen name. If you type your name beneath the title, do not capitalize all the letters of your name.

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Print on only one side of the paper. Always double space your text, not your page numbers or name. Indent each new paragraph (standard indent is five). For fiction, each time the speaker changes or there is a shift in the scene, you should begin a new paragraph – just as you see when reading a novel. For nonfiction, paragraphs should vary in length, but should not be longer than twenty sentences as a general rule.

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