

Your Contract Name
writing as Pen Name
best email
alternate email

About ##### words

Title Centered No First Line Indent

By

Pen Name

Start your story by hitting enter twice after your pen name. On your ruler this should put it just below the 4" mark on your page. There are three double spaced returns between "alternate email" and title, placing it at about the 3" level. Indent the first line of your story at least .3", but no more than .5". Do not ever use the tab key. Please, your editor is pleading with you, do not use the tab key or any fancy formatting. Alas, on your style bar it should say "normal".

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Please justify your paragraphs. Center your scene breaks. Three pound signs are traditional. Asterisks are okay too. No graphics or fancy things, please. Please do not create chapters in a short story. Use the English spellings and conventions of where you're located (UK/AUS/USA/your country's convention), but please use double quotes for conversation. If you have questions, please ask, but if you're following standard manuscript formatting or this as close as you can with no tabs and no fancy styles, you'll be just fine.