

## Chapter One

### What This Is All About

Manuscripts submitted to publishers, editors, or agents should follow this conventional format. Choose a serif font (such as Times New Roman or Palatino) in 12 point. Do *not* use a script font or an “antic” font. It distracts from your story. Do *not* use any font smaller than 12 point—your audience may have diminished eyesight. Do not justify your font; a ragged right edge allows for normal spacing of words.

All copy should be double-spaced—even titles, subtitles, and section headings. Margins should be at *least* an inch on left, right, and bottom. The beginning of a new paragraph should be indented five spaces. Double spacing and adequate margins allow room for the publisher or the editor to make comments, suggestions, or corrective markings.

Chapter titles and subtitles should be centered and should begin about one-third of the way down the page. Do not bold, italicize, or in any other way customize your chapter titles. You may enlarge the font to 14 point for titles. Keep to the same font as the rest of your manuscript.

Install a header in the upper left corner. The header carries the title of your manuscript and your last name. Use page numbers; your first page is number one.

Page one of your manuscript begins with Chapter One. Your story's title and your contact information go on a cover page. Center the title halfway down the cover page; in the upper left corner give your name, address, phone number, and e-mail address.