

For fiction submissions, indent your paragraphs ½ inch (spaces). Left justify only.

Many authors use an asterisk ('\*') to indicate a scene change. If you choose to use the asterisk, drop down a line, center the asterisk, then drop down another line before beginning the next part of the manuscript.

\*

Increasingly, it has become common practice to simply leave the line blank.

In books, emphasis and express thoughts are shown with italics. However, before computers, the common submission practice is to indicate text for which you would want italics with underlining, and you should do this if you are using a typewriter. Otherwise, *italicize* any emphasis or express thoughts. Note, however, that in the romance genre, it is still common practice to underline.

Many authors indicate the end by leaving two blank lines after the final line of text, and then centering "The End."

The End

Tami Cowden  
Address line 1  
Address line 2  
Telephone number  
Email address.

Approx. 450 words

### Title of Article or Short Story

For article and short story submissions, the upper left corner on the first page should contain your name and contact information. The upper left should contain the word count. Subsequent pages should include a header that lists the article title, author surname, and page number.

Text on the first page generally begins at some point one third to one half down the page. Practices do vary on this. Some writers insist that only halfway down is acceptable. I personally go three inches from the top margin. At that point, I center the title. For a novel manuscript, I drop one space, and center "Chapter One." I then drop two spaces before beginning the text. For short story or article submission, begin the text two spaces below the title. Only titles and chapter headings are centered.