

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

The End

For fiction submissions, indent your paragraphs ½ inch (5 spaces). Do not skip spaces between paragraphs.

Many authors use an asterisk ('*') or three asterisks (***) to indicate a scene change. If you choose to use the asterisk, leave a blank line, center the asterisk, then follow with another blank line before beginning the next part of the manuscript.

It is no uncommon to see the pound sign used instead.

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

In print, emphasis and express thoughts (thoughts in the first person, in a story otherwise written in third person) are shown with italics. 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 to show emphasis or express thoughts.

TITLE OF NOVEL

Chapter One

For novel submissions, you may include contact info as with shorter submissions, but usually that information is contained on a title page. The first page may have no header, or it may include the header used in the rest of the submission: title and 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.