

Manuscript Format

Must be typed, double-spaced; good, clean type

First page:

- title must begin 1/3 way down page, all caps
- author's contact information in upper lefthand corner
- rights offered and word / line count in upper righthand corner

Example:

Sherry Langton
Street address
City, State, Zip
Email address

First rights
Word count: 800

WHY THIS JOB?

by Sherry Langton

Succeeding pages:

- last name, title in upper lefthand corner
- page number in upper righthand corner

Example:

Langton — "Why This Job?"

2

Do not staple or paper clip pages