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Fiction, if it is fiction

## *Manuscript Submission Format and Guidelines*

by

**Mona Hodgson**  
(name to be published)

This is a standard sample for formatting your articles and short stories for critique or for submission to editors for their consideration.

Double-space. Use white computer paper, one side only. A 12-point font in Times New Roman or Courier is the standard preference. Keep the print dark. Allow 1" margins at the top, left side, and bottom of the page and 1 ½ margins on the right margin for editorial notes. Indent paragraphs.

Approximate word count rounded to the nearest fifty is usually sufficient, unless a publisher's guidelines request an exact count. Some do. For poetry, most periodicals use line count, although a few will use an exact word count.

For subsequent pages, begin with a title tag, your last name, and a page number.

If you're using Microsoft Word, go to *View* on the toolbar, then to *Header and Footer* to format the *Header* on subsequent pages.

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