Standard Manuscript Format

I require submissions attached to an email to submissions@twbpress.com in a Word .doc or .docx file. I do not accept any other file formats.

Before submitting your stories, make sure they are in the standard manuscript format. Doing so will show the editor or agent that you are a professional writer. This format is described in many *How To* books and varies slightly from author to author, but whittled down to the basics, the format is:

- Your manuscript should look as though you typed it. Handwritten manuscripts or ones that use a fancy font(s) are likely to end up in the reject pile. On your word processor, select a non-proportional font (every character is the same width) such as Courier New, 12 point. Never use bold fonts anywhere in the manuscript. Times New Roman has increasingly become more acceptable than in the past due to electronic publishing.

- Do not right justify (justify) the text. Don't select the option from your word processor that makes every line of text end exactly at the right margin. Remember, you want your manuscript to look as though you typed it, thus leave a ragged right margin.

- Use one inch margins all around the text. Top, bottom, both sides. Use Page Setup to accomplish this.

- Double space the text.

- Turn off the widows/orphans feature (in paragraph format) so each page will contain the same number of lines of text.

- Start every chapter 1/3 way down the page, eight spaces from the top, type chapter number and subtitle (if used) centered on the line. Insert two line spaces down then start the first paragraph.

- Show new paragraphs by indenting the first line of the new paragraph by ½" (use Word's paragraph format). Thus:

      When you come to the end of a paragraph, use a hard return

  (enter).

      And set your paragraph formatting so the next paragraph starts

  here. Don't use the space bar or tab to accomplish this indent. Don't

  add extra space between paragraphs. (set before and after to 0).

- Set the header to ½" and insert the page numbers on the right, your book title and author name on the left:

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-     Great American Novel - John Smith   20
-
- To show a scene break, leave a blank line, then type a single or triple asterisk centered on the next line, then leave another blank line like this:

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      The space ship blasted off.

                              ***

      Meanwhile, at Lunar Base Alpha...
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- Do not underline text to be italicized. Use the italic font. Otherwise the editor will have to go through the entire manuscript and remove the underlines.

- At the end of your story, don't write "THE END." You shouldn't have to tell your reader when the story is over.

 Submitting a professional looking manuscript can make a favorable impression on an agent or editor.