

Leave one inch (2.5 cm) border around all sides of the page. But do not make an actual visible line or background like this. This is only an example to show the space defined.

Name (Pen Name)

Address,

City, Prov/State

Country, Zip/Postal Code

Phone &/or Cell Phone

Email

WORD COUNT

Rights offered.

OUR SHORT INTRIGUING TITLE

by

YOUR NAME (or whatever Pen name you are using.)

Story starts indented with a brilliant opening to catch the reader's attention. It is double spaced so that your harried, overworked, bleary-eyed reader/editor will *not* go blind at least until they finish your story and pick up someone else's less professional manuscript.

On computers, and especially if the publisher is requesting that your final submission come on disk, please, please, please do **not** double space after a sentence period. It takes time to take all these extra spaces out. Use one side of the paper only. Left hand justification, not full, and a font other than Courier or Arial, but not a fancy font. It should be at least 12 points in size, for easier reading. Your writing should be the focus of the editor's attention and not the fact that you have more than 400 fonts in your machine

Your thrilling story carries the reader flawlessly into the next page,

and they can't put it down until they've finished it.

[Insert many dazzling words here to fill out your story.]

At the end of the article, mark it as the end; sometimes it is not as evident as we would like to think. Give the editor and the typesetter a clue.

END