

HOW TO SUBMIT YOUR MANUSCRIPT

- 1- Editable text: .doc, .docx, or .rtf files. Do *not* submit .pdf files for editing
- 2- Margins: 1” all the way around
- 3- Justification: Left margin only
- 4- Font: Times New Roman 12 pt. Headings can be 14 pt.
- 5- Spacing of lines: Double
- 6- Spacing of paragraphs: No extra space between paragraphs
- 7- Indenting paragraphs: Yes. Use Tab key, not many spaces
- 8- Space between words and at end of sentences: Single
- 9- Header – Upper right: Last name/Abbreviated Title (space) Page number
- 10- Do NOT do any formatting – unless you understand “Format/Styles”
- 11- Submit the entire manuscript as one file, not as many separate chapter files

TO MAKE YOUR EDITOR SMILE: do not deviate from these publishing standards