

CHAPTER ONE

This page is presented in standard manuscript format. Notice that the lines are double-spaced, leaving a full line blank between each line of type, and the margins are set at one inch all around the page. The type size is 12 point, and the font is Times New Roman (some publishers prefer to receive submissions in `Courier New`). All the type is black, with no color ink on the page.

At the top left-hand corner, you'll see the author's name and the working title of the story. At the top right is a page number. Every page should carry this information, but which corner you put the tags in isn't crucial as long as the placement is consistent throughout the manuscript.

On the first page of each chapter, leave several spaces blank at the top, then center the chapter heading on a separate line. On subsequent pages, type will start on the first line. Each new chapter will begin on a new page, leaving several blank lines at the top.

Each paragraph starts with an indentation, using the tab key rather than the space bar. The left margin is justified (running straight down the page) but the right margin is ragged, not lined up straight.

Setting up a page like this puts about 275 words per page in Times-Roman font (like this type) or about 250 words per page in `Courier font` (like this type).

Your computer program will count words for you, but you should be aware that the resulting number will not be the same as a publisher's word count. The publisher takes into account the fact that some lines and pages in books are not completely filled with words, while the computer pays no attention to the space each word might occupy on the page. The publisher's count will typically be higher than the computer's count.

You can check your own count more precisely by counting the words on five pages and dividing by five for an average. Then multiply by the total number of pages (even the half-full ones where chapters end) for a total word count.

Notice that on this second page, the first line of type appears right under the header containing author's name, working title, and page number.

When we're ready to end a chapter, we just bring it to a close, and start the next chapter on a fresh page.