

## How to Format a Short Story Manuscript for Submission: a Checklist by Joe Bunting

When you submit a short story to a literary magazine, the editors expect your story to be formatted in a very particular way. Before you submit, make sure to follow the following guidelines:

### The Short Story Formatting Checklist

1. Write your name, address, phone #, and email address in the top left corner of page 1.
  2. Include the word count in top right corner.
  3. Always use 12-point, courier font.
  4. Always double-space.
  5. Use 1-inch margins.
  6. Include the title of your story and your author name ½ of the way down the first page.
  7. Indent your paragraphs (like a book). Do not use line breaks (like a blog).
  8. Include a top-header with your last name, the abbreviated story title (no more than 3 or 4 words), and the page number in top right corner, beginning on page 2.
  9. Use a pound sign (#) to separate any line breaks.
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### Instructor Notes:

1. Always follow the formatting guidelines established by the publication to which you are submitting your story.
2. Do not use weird fonts.
3. Do not use justified margins.
4. Use a tab to indent paragraphs – do not space.
5. Presently, most publications will accept manuscripts with Times New Roman (remember to refer to publication's formatting guidelines).
6. It is rare that a publication will request a hard copy.
7. Always follow the submission guidelines established by the publication to which you are submitting your story. Always include a cover letter with your Bio (unless prohibited by the publication).
8. Microsoft Word has a Story Manuscript Format that can be used.