TITLE IN ALL CAPS

Submit your manuscript as a Word doc or docx file. (I'm unable to edit jpg or pdf files.) Double space your text, indent five spaces for paragraphs, and start your text five spaces below the title. Use a common font such as Calibri, Cambria, or Times Roman. If you're writing in rhyme, follow the stanza format rather than writing in paragraphs. Use the header feature in Word to insert page numbers at the top, but don't include a page number on your title page. (Click the box that says "different first page.")