



Guidelines for Submission following Industry Standard

File Format

1. Should be submitted as a Microsoft Word Document.
2. Should be submitted as FullNameTitle (eg. *JessicaHartmannGuidelinesforSubmission*).

Page Format

1. Use a double-line spacing.
2. Margins should be 1".
3. Text should be flush to the left margin.
4. New paragraphs should be indented (you can use the tab key) unless it is the first paragraph after a title/chapter.
5. Titles should not be in full capitals.
6. Chapters should begin on a new page.
7. Block quotes (large quotes) should be indented from the left.
8. Poetry extracts should be indented from the left.
9. Hard returns (pressing the enter/return key) should only be used at the end of paragraphs.

This will also make it much easier for your publisher later down the track.