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The appearance of your manuscript is important. Use good quality white paper. Don't use unusual fonts, stickers, or confetti to make your page look cute. Editors don't like that! Use an easily readable font such as Times New Roman. Start the title about one third of the way down the page. Double-space your copy and leave one to one-and-a-half-inch margins all the way around. This allows room for proofing marks. Don't left justify your margins, only the right one. Only use one space after a period. (Very important!)

Put a "slug line" at the top of pages beginning with the second page. The "slug" consists of a few words of your title, your last name, and the page number. Start numbering with page two. Paper clip the pages together, never staple.

Make sure you spell-check. Your manuscript may be on the editor's desk with many other submissions. Make your work stand out by using good form and submitting a crisp, clean, well-written copy. Recheck guidelines to make sure you have followed them.