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| First Name Last NameStreet AddressCity, ST ZIP CodePhone NumberEmail | About Number words |

# title

## By Your Name or Pseudonym

This template is formatted for submission of your manuscript to a publisher. Styles have been created to keep the font and spacing formatting properly applied to your text. Pages have one inch margins on all sides, and the text is double-spaced. Paragraphs have their first line indented one-half inch from the left.

You should submit your manuscript with an approximate word count in the upper right-hand corner of the first page (rounded to the nearest one hundred words). You can use Word’s convenient word count feature to get this number by going to the Review tab on the Ribbon and clicking Word Count (or just look for it in the status bar at the bottom of your screen).

Keep in mind while writing your manuscript that you should spell out numbers as words, and do not hyphenate words that do not ordinarily contain a hyphen. Generally underlining should be used instead of italics, but if uncertain, consult submission guidelines.

An emdash should be typed with two hyphens--and no space around them.

Surname name and the title update automatically in the header when you type them in on the first page.

## #

Center a “#” character on its own line to indicate a scene break. To mark the end of your manuscript, center “End” on the last line.

## End