

Name  
Street  
City, ST zip  
Phone #  
Email

word count  
magazine rights, if appropriate  
picture book, middle grade or YA novel

Article, Story or Book Title

By you (or your pen name, if you use one)

Use 1 to 1.25 inch margins. Begin manuscript 1/3 to halfway down the page. Double space. Use a nice standard 12 point font (Times New Roman, Arial). Indent paragraphs. Don't double double space between paragraphs.

Use same format for fiction or nonfiction, for magazines or books. Poetry is the only exception. It is usually single spaced and double-spaced between stanzas. Chapter headings for books start down the page like this title page did, but of course without the byline.

On succeeded pages, you'll need your last name, a keyword from title in the left corner of the top of the page, and in the right corner a page number.

A nonfiction piece would probably include a bibliography. Some pieces include sidebars, something extra that a magazine would print along with the article or story (i.e. an activity, recipe, more info). These would follow the text.

Of course, you want this first page to be a grabber, no matter what kind of material it is. Hook your reader. Show, don't tell. And proof it carefully. Typos on your first page are big turn-off.