

Author Name work  
Author address  
Continued address  
Author phone  
Author email

count (sample 4k)

## SHORT STORY TITLE IN CAPS

by Author Name

Story begins here. Text should be in Time New Roman (though some still like Courier), 12pt font, double spaced. Use of *italics* is accepted by most presses now. Body text should be aligned left with the indent set to 1/2in using the ruler. Do not use the tab button to indent paragraphs. In 'line spacing options' in word, make sure that 'do not add extra space between paragraphs' is checked. Margins should be set to 1in on all sides, top and bottom too.

Story title is in all caps, half way down the page. 2 spaces down is the author by line. 4 spaces down, body text begins. The header and page number *do not* go on the first page. Header will begin on page two and include Author/TITLE/page number.

To insert a header, go to insert and page number. Select top of page, right alignment. Make sure to uncheck the page number on first page. Then, you can double click in the header area and add the author name and title. See image below for set up.

