

Hoosia Writer
1234 Ontheway Drive
Winnable, New York 00245
912-123-0987

First North American Rights Only
About 4,000 words

CORRECT SHORT STORY FORMAT

By

Hoosia Writer

The body of a short story should be double-spaced in Courier 12-point type. The paragraphs are indented five spaces.

If you have sold the rights before, the notice at the top might read Second North American Rights or whatever rights you are offering a publisher.

Make your margins at least one to one and a half inches on all sides, and number all the pages after the first page. On page two and beyond, type your last name in all capital letters in the header at the left and put the page number flush right in the header.

At the end of the story, drop down four lines and type THE END in all caps. Remember to underline it, too.

If you would like to know how to format a book-length manuscript, send your request for Report #104, Standard Manuscript Format, to Bobbie@zebraeditor.com.

For more free reports and much more information for writers, go to www.zebraeditor.com and click on "Ask the Book Doctor" or on "Tools for Writers." While you are on the Website, be sure to sign up for *The Writers Network News*, a free newsletter for writers that is jam-packed with information you can put to use right away.

Bobbie Christmas, creator of this report and publisher of *The Writers Network News*, is also the author of the award-winning book on creative writing, *Write In Style*, available through www.zebraeditor.com, at your local bookstore, or through most Internet booksellers.

If this report is helpful to you or if you have a suggestion for another report for writers, let Bobbie know. Contact Bobbie Christmas by e-mail or call her at her business, Zebra Communications, a manuscript-editing service.

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THE END