

How to Set Out a Manuscript for a Competition

First impressions count, so a well-presented manuscript is essential.

- Use plain white A4 paper.
- Type on one side of the paper only, using 1.5 or double spacing.
- Use Times New Roman, 12pt. or a similar font like Calibri which this is.
- For fiction, indent each paragraph especially in dialogue where each new speaker gets a new paragraph even if they are only saying one word.
- Non-fiction pieces can be either indented or double spaced between paragraphs but NOT BOTH.
- Leave good margins all round (at least an inch), wider for radio and TV.
- Use a footer for page numbering (don't forget this!) and your pseudonym.
- Include a cover sheet with the name of the competition you are entering, the title of your piece, your pseudonym and a word count.
- Always use a paperclip, NOT a staple.
- Should you require any further advice, do not hesitate to ask any Club member, who will be happy to help.

Good Luck!