|  |  |
| --- | --- |
| Your name | Picture Book Ages: 4 – 7  |
| Your Address | Word Count: xxx  |
| City, State |  |
| Phone Number |  |
| Email  |  |

TITLE

SUBTITLE (if there is one)

# Author Name

When formatting a manuscript for editorial review, it's important to keep in mind that the appearance of your work can have a significant impact on its reception. Unless otherwise stated in the submission guideline use Letter Size (8.5” x 11”) format or A4 (210 x 297). Set one-inch margins on all four sides. Use Times New Roman size 12 font. In the top left-hand corner of the title page list your full legal name, address, phone number and email address. In the top right-hand corner list, your word count. In the center of the page, write the book title in ALL CAPS. Two line below this, write your author’s name. Center at the bottom of the page, list the category and the genre of the book. Category usually refers to the age group of the intended reader.

Each page should have a header with your surname, the book title, and the page number in ALL CAPS. The line should be double-spaced, and there should be no extra line breaks between paragraphs. Each new paragraph should start with an indentation. Exception would be the start of a new chapter or scene.

The End.