

NO page numbering / NO header

Your Name

Complete Address

Phone

Email

Website (if any)

Story Title Underlined, Not Bolded, Not Italicized

Your Name

Half inch paragraph indents. The entire document must be in Times New Roman, 12 point, double spaced, one inch margins all around. One space after periods. Black text only, no bolding. Use Microsoft Word; other programs may be incompatible with our submission system.

NO extra space between paragraphs. NO headers, footers or page numbering. NO graphics or illustrations of any kind unless specifically requested. Please proofread your submission carefully. Remember that Spell Check does not proofread for you.

At the end of your story, include a bio of up to 75 words similar to: The author is a freelance writer who lives in Indianapolis with her husband and three children. She has published stories in (list *publication names in italics*). NOTE: If you use the phrase “award winning” you MUST specify the awards.

Finally, be sure to name your document: Your Last Name_Story Title.

Please note that due to the volume of submissions we receive, we will be unable to accept submissions that do not adhere to these guidelines.

Thank you. We look forward to reading your submission.

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