Follow as many of the basics as you can. **The crucial ones are san serif typeface and 12 pt. size, Ragged Right, double spaced lines, one space between sentences, and indented paragraphs.**

Most important to a reader is whether you have something to say, can write it engagingly, and tell a story (fiction or nonfiction).

1. Use 12-point type
2. Use a serif font; the most common choice is *Times Roman*
3. Double space your manuscript
4. No extra space between paragraphs
5. Only one space between sentences
6. Indent each paragraph half an inch (setting a tab, not using several spaces)
7. Text should be flush left and ragged right, not justified
8. If you choose to add a line between paragraphs to indicate a change of location or passage of time, center a typographical dingbat (like \*\*\*) on the line
9. Black text on a white background only
10. One-inch margins (the default in Word)
11. Create a header with the title followed by your last name and the page number. The header should appear on each page after the title page.