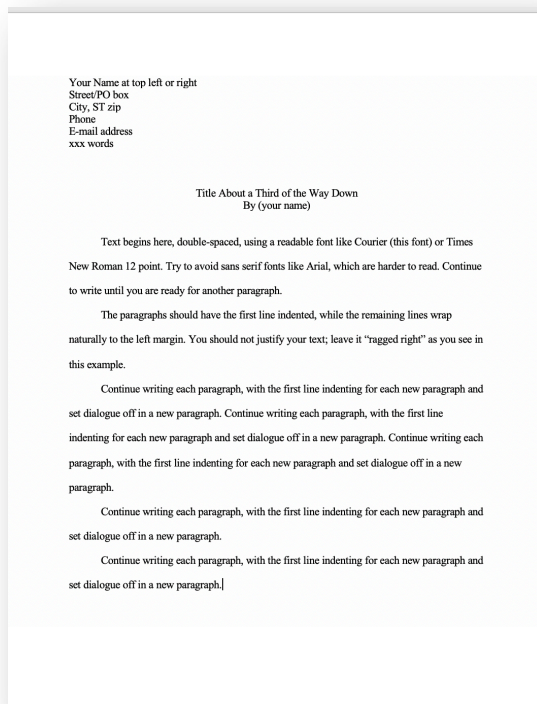


MANUSCRIPT FORMATS FOR SUBMISSION: PICTURE BOOKS

General Notes:

- 1" margins top, bottom, right, left
- Times Roman or similar font, 12 point
- Standard prose formatting: Indented first line of each paragraph, double-spaced lines (use paragraph formatting for indenting, not tabs)
- “Stanza” Format: No need to indent, 1.5 or 2.0 spacing with extra space between stanzas
- Don’t justify your text; leave it “ragged right”
- Usually no page numbering on first page of manuscript
- Use the header feature in your word processing program for the last name/title and page number.
- Art notes can be inline or in a separate column if using “Stanza” Format

Standard Prose Format (can be used for narratives, but best for longer nonfiction)



“Stanza” Format (great for verse, rhyme, narrative and shorter nonfiction)

