



Preparing a Manuscript for Submission

Please submit your manuscript as a **Microsoft Word** document:

- A4 page size
- paginate the document
- legible typefaces

Material to complement your Manuscript (insert these as front material to your content):

1. Please include a table of contents. For anthologies (e.g. collection of poetry or short stories chosen by an editor), the table of contents should specify the contributing author's name alongside the title of each work.
2. Include a synopsis of around 100 words. Highlight the focus and main concerns of your manuscript, to help us understand your artistic intent and contextualise your work.
3. Include a brief resume or, for anthologies, a 50-word biography of each contributor. Rest assured that this information will not be used for prejudicial purposes – we use it to support a fuller appreciation of the work.
4. Please provide the word count of the manuscript.

Notes on Spelling and Punctuation

1. Keep your spelling consistent – either American or British, but not both.
2. What we see is what you get – all formatting should appear in your document as it is meant to appear in the printed book. For instance, we will not consider underlined words as *italicised* words.
3. Please be mindful of spacing – for instance, double spacing should be distinguished from single spacing (especially for poetry).
4. Likewise, please be mindful of spacing between lines. For instance, a single space between lines indicate a paragraph break; a double space between lines suggests a more emphatic break.
5. Use a single space after full stops and other punctuation.