

## Formatting Your Short Story

- Use 1" margins.
- Left-justify text (do not center it!).
- Use a standard, professional font face and size. (e.g. Calibri 11 or Times New Roman 12)
- Double space lines. Use the formatting function in your word processor to set double spacing— not hitting the enter bar twice at the end of each line!
- Follow dialogue rules on beginning each new speaker on a new line.