

Guidelines for:

TWO PAGE MANUSCRIPT (original document written by hand or typewritten work used to prepare a mailable copy)

- Margin:** margin 1" all around if unbound (format as instructed)
- Main Heading:
 - Font (14-16) (as instructed)
 - CLOSED CAPITALS with one OR two spaces between each word
 - OR SPACED CAPS (if instructed)
 - double space between heading and subheading
 - triple space between subheading and body
 - Subheading align left or centered
 - Subheading bold closed capital with 1 or 2 spaces between words OR Initial capital underline or bold
- Body:
 - 2 clear line spaces before the body text
 - Used double line spacing for paragraph
 - Place shoulder heading in initials caps and underline or Closed capital with or without underscore
 - Left align shoulder heading (see rules for paragraph and marginal headings)
 - Triple line spacing between preceding paragraph and shoulder heading
 - Two line spacing after
 - First page should have no less than 2 lines for a new paragraph
 - Apply rules for enumeration and inset (see previous checklist)
 - Spell out all abbreviations
 - Apply manuscript corrections
 - Continuation page
 - Page number left or center at top or bottom
 - Leave 2 clear line spaces below page number
 - Typed the name of manuscript on page 2 in closed capitals
 - Leave 2 clear line spaces after the name of manuscript on the second page
- Document free from typographical/grammatical error
- Insert full name and document & style in the header

Marginal headings: type in left margin or indented; closed capital or initial capital; bold or underline optional; no full stop after heading.

Paragraph heading: first line of paragraph; left align or indented; closed capital or initial capital; underline or bold optional; colon or full stop after (3 spaces); no punctuation after heading (two spaces); heading part of opening sentence (1 space)