**CORRALES WRITING GROUP FORMAT STANDARDS 2015 ANTHOLOGY**

**REVISED August 1, 2015**

FORMAT: Please provide your submission in Microsoft Word .doc or .docx.

DO NOT include page numbers

Type the title of the story on a line before the story beings – you do not have to use any special font...the editor will take care of title fonts

**HOME TAB:** Here is where you find the Font and Paragraph Options.

FONT OPTION: Select the entire text, except for the title:

Use Palatino Linotype size 11 font for the text body and 9 font for any trailing information after the text such as where else published or awards. The first letter of the first paragraph of your submission is to be in 16-point **bold** font and not indented. The Editor will handle different type fonts for titles, subtitles, and section headings.

PARAGRAPH OPTION: Here is where you find Line and Paragraph Spacing Option.

Line and Paragraph Spacing Sub-options: Please use single line spacing. Not 1.15 but simply 1.0.

**INSERT TAB:**

HEADER & FOOTER OPTION: Here is where you find Header, Footer, and Page Number Sub-options. Select each and select remove header, remove footer, remove page numbers.

**PAGE LAYOUT TAB**: Here is where you find the Page Setup Option.

PAGE SETUP OPTION: Here is where you set Margins, Orientation, Pages / Multiple Pages, Paper Size, Section Start, Headers and Footers. **Click in the lower right corner to access all sub-options.**

Margins Option:

Margins: Please select the following margins:

TOP .8”

BOTTOM .8”

LEFT/INSIDE .0” (changes from Left to Inside)

RIGHT/OUTSIDE .6” (changes from Right to Outside)

GUTTER 1.0”

GUTTER POSTION Left

NOTES: Left will change to Inside and Right to Outside once you select Mirror Margins. If your word processer says that margins are outside the printable area just click “Ignore”.

Orientation: Portrait.

Pages / Multiple Pages: Mirror Margins.

Paper tab: Select 6” width / 9” height and the Paper Size will shift to Custom Size.

Layout tab:

Section Start: New Page.

Headers and Footers: Check both boxes for Different Odd and Even / Different First Page.

From edge: Set both at .5” from edge.

PARAGRAPH OPTION: Here is where you set Indents and Spacing, and Line and Page Breaks. Ensure indents and spacing read 0” and 0 pt before proceeding. **Click in the lower right corner to access all sub-options.**

General / Alignment Sub-option: Justified.

Tabs Box [lower left corner]: Please use a .2” tab. (Do **not** use the automatic first line indent.) Note: the tabs have not been set in the past using this .2”. This has caused a great deal of work on the part of the editors. Some paragraphs have had space by space indents and others have used .5” or different tabs. If you have not set .2” on your writing normally, go back and first set the .2” tab and then check each paragraph to make sure that it is done correctly. This may mean backspacing until the paragraph jumps up to the previous paragraph and then hitting a carriage return. When you do so, it should automatically tab to the .2” setting.

Line and Page Breaks Tab: Check box for Widow/Orphan Control.

WHEN TYPING TEXT:

FONT: Use italics OK for internal thought, foreign words, titles of books, or other works of art, or for emphasis. Do not use **bold** or underline at any time unless in a direct quotation. Do not use capitalization for emphasis. If using italics, remember to italicize any quotation mark, exclamation point, or question mark in the same thought.

SPACES BETWEEN WORDS: Please make sure that you do not type more than a single space between words. When running spell/grammar check, be extremely careful to eliminate any extra spaces between words. This is crucial in e-book formats where a single extra space between words can appear as a ½” blank space. Each will have to be eliminated prior to publication as an e-book and may not be revealed until viewing the e-book in a totally different format.

SPACES AFTER A PERIOD: Please make sure that you do not type more than a single space after a period. When running spell/grammar check, be extremely careful to eliminate any extra spaces between sentences. This is crucial in e-book formats where a single extra space between sentences can appear as a ½” blank space. Each will have to be eliminated prior to publication as an e-book and may not be revealed until viewing the e-book in a totally different format.

PARAGRAPH SPACING: Do not add an extra line between paragraphs unless you are going to set off a story within a story or a quotation. Then there should be a space before and after each of these. If you originally typed the manuscript using double spacing, it will be necessary to first tab each paragraph other than the first, then to highlight the entire text (not the title), and then go to the Home tab, paragraph option, Line and Paragraph Spacing sub-option, and select Remove Space Before and Remove Space After Paragraph to get rid of the extra spaces between paragraphs.

QUOTES: Use the Page Layout Tab, Paragraph Option, set indent .6” both on the left and right. Use quotation marks at the beginning and end. Do not change font.

STORY WITHIN A STORY: Use the Page Layout Tab, Paragraph Option, set indent .6” both on the left and right. Do not change font.

BREAKS: When changing location, point of view, or shift in time, add a blank line, then insert the following symbol (cut and paste), then again insert a line. Center the symbol on the page. If you have to get rid of extra lines between paragraphs as described above, you will have to put back the extra lines here and re-center the symbol. The editor will adjust if needed due to lack of text on the last line.



QUOTATION MARKS: If the author does not insert a quotation mark or inserts it in the wrong place, the author must change this – not the editor. If the editor changes it, then the font is very likely to be different from that used by the author. This will mean non-standardized quotation marks that must be corrected by one single person.

EM-DASHES: An em-dash is normally inserted automatically in Word if you just type a normal dash and then an additional two words. Once this is done, go back and delete the space before and after the em-dash. Here is an example of an em-dash inserted automatically – I simply inserted a normal dash and kept typing. Now go back and delete the extra spaces and it will look like this: …inserted automatically–I simply…. The elimination of spaces between em-dashes does not apply to titles, sub-titles, or section headings.

ELIPSES: Use three periods to indicate a passage of time between portions of the same sentence…like this. Note, there are no spaces on either side of the three periods. If indicating a trailing off of thought at the end of a paragraph, use four periods, like this….

ABBREVIATIONS: United States = U.S. or U.S.A. Spell out most others: e.g. feet not ft. or ‘. Inches not .in or ”. On the other hand, spelling out millimeters, such as a 35 mm camera, seems strange and I did not do it.

ACRONYMS: If generally understood by everyone, then use without defining. By everyone, we must remember that we have an international audience. Therefore, NATO is probably OK, but DEET may not be. If you are never going to use the phrase again, just spell it out the first time and do not put the acronym. If it will be used again, define it and put the acronym in parentheses after the first use: Landing Signal Officer (LSO), then use only the acronym later.

NUMBERS: Spell out up until one hundred. For 101+ use Arabic numbers. On the other hand, this looks silly when describing a 35 mm camera, so I did not do it. It also looked silly in a few other places where the number is clearly preferable. For example, it would be I-40, not I-forty. If a direct quote, use whatever was in the original. I think the author ought to be allowed to use Arabic numbers if it sets off the number to draw attention to it. For example, in the ever-increasing weight of the computer, Arabic numbers show the difference better than words, so I kept in the numbers.

TIME: 1:00 a.m. Noon. Midnight.

DATE: April 1, 2015.

CENTURY: 21st Century.

OK, O.K., OKAY, or Okay? OK.

PROPER NAMES: Names of birds and specific species of animals or plants should be capitalized. When in doubt, ask Sandi.

FOOT / END NOTES: Strongly discouraged. We can make them work on the print version but they are all converted to end notes for an e-book and just look terrible. They were all eliminated for all e-books.

POETRY: Left justify and the editors will adjust as necessary.

PICTURES: Submit all photos in color. The print version will print black and white. E-books will display color. The cover will appear in color (one photo wraps around).

The group editor will take care of the copyright requirement in the author’s bio. It is not necessary to include it in each author’s submittal.