

## INITIAL FOR SALLY MODEL

by

This manuscript is a quick example of the formatting we expect for submissions to Sally Port Magazine.

One day, a writer decided to submit a story for publication. After reading a few issues, it seemed like Sally Port Magazine would be a good option. So, the writer took the next step and read the writer's guidelines and specs.

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Our brave and smart writer (you can insert whatever other demographics you want!) knew that the folks over at Sally Port were pretty serious about how things are supposed to be formatted. So, our writer made sure their manuscript was submitted in the format Sally Port was expecting.

It felt weird to leave the name block off the top left of page one. But our writer was unafraid, a blind submission process helped insure fairness. The best stories would be picked no matter who wrote them.

They left the word count (and only the word count) at the top right of the first page. The rest of the pages had a header that only included the title of the story and the page number.

Our writer made sure the page margins were set at one inch and the text was aligned left (with a ragged right edge).

They set the text to 12 point Times New Roman with black text on a white page (why make it harder to accept the story by making it harder to read?). Their lines were double spaced with an extra blank line with a hashtag (#) symbol on it marking scene breaks.

Sometimes a little adjusting and double checking were needed. Were all the paragraph indents 1/2 inch? Was there only one space after that period? Was the title centered? Did a by-line accidentally get left in?

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Before submitting, the writer rechecked the text. Oh, no! On page three, an underline was used instead of *italics*. The writer fixed the mistake, made sure that a final hashtag or the words *the end* appeared at the end of the story. Then they sent in their submission.

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And then, the waiting happened. It took time for the Sally Port folks to review the story. But they did. And the story was good! Our writer got an email saying Sally Port Magazine would accept the story. It also included a contract for the writer to sign and some further information about the publishing process.

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The End

