**Manuscript Submission Guidelines**

**Print Book**

1. Make sure your manuscript is formatted in *MSWord* [doc. or docx], ***Times New Roman***, 12-point font.

2. The manuscript should be double spaced, one-inch margins all around.

3. Use left-justified alignment. The right-hand side will be jagged.

4. The first line of the beginning paragraph for each new chapter should not be indented.

5 . The first line of each new paragraph following the beginning paragraph for a new chapter should be indented by ½ inch.

6. Pages should be numbered. Placement is usually at the bottom of the page. In *Text Box* pull-down menu, Plain Number 3 is preferred.

7. No additional spaces between paragraphs, unless used to emphasize the passage of time, or a new scene unrelated to the previous paragraph.

8. If inserting symbols **[ § ]** please insert only in ***Times New Roman*** font.

9. All images must be in .png, .jpg, or .tif format, minimum **300 dpi**, and in RGB color mode.