

Entry Format for RWNZ Short Story Contest

(Revised 2018-03-18 KD, JK)

Short Story Title

This sample is standard entry format for the RWNZ Chapter Books Short Story Contest.

At the beginning of a new scene, it is usual to align text at the left margin, with subsequent paragraphs indented by one centimetre. Don't use Tabs to indent your paragraphs, because they can disrupt the formatting of your entry when it is submitted electronically. To indent your paragraphs automatically, Format/ Paragraph/ Indents and Spacing/ Indentation/ Special/ First Line from drop-down menu; in the By field, type 1cm; under Spacing in that same window, set Before and After to 0pt; Under Line Spacing, select Double, for double spacing. Click OK to save.

Create a Header and type your short story title, and the page number in the top right corner. Your name should not appear anywhere on your entry.

Set margins of 2.5cm for top, bottom, left and right. Text should be left justified, or aligned, and not full justified.

Use Times New Roman 12pt or Courier 12pt font.

Short story pages are double-spaced. Don't leave an extra line between paragraphs unless you are beginning a new scene as indicated here, like this:

If the scene break occurs near the end or beginning of a page, use three centred asterisks, like this:

* * *

Please note that these asterisks count as words, as do any chapter headings or titles. NB: the three asterisks above, with one or more spaces between them, count as three words!