**MS Title: Entry Format for Pacific Hearts Award**

 **(Reviewed 2018-12-02 KD)**

**Chapter One**

This sample is standard entry format for the RWNZ Pacific Heart Award. Please format both the manuscript and the synopsis of your entry as per this sample.

At the beginning of a chapter or 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 manuscript title, subgenre, and the page number in the top right corner.

Your name should not appear anywhere in your entry.

Set margins of 2.5cm for top, bottom, left and right. Text should be left aligned.

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

Manuscript 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!

Begin each new chapter on a new page, approximately 8 lines down as shown at the top of this sample.

Synopsis: Type your synopsis in this same format, but include the word ‘Synopsis’ after the heading – eg:

**MANUSCRIPT TITLE—SYNOPSIS**

Note: the title and word synopsis will count in your synopses word count.