ELECTRIC MOON PUBLISHING

www.emoonpublishing.com
Formatting Guidelines for Manuscript Submission

The cleaner your formatting is upon submission, the more our editors will be able to concentrate on making your message shine. Please follow the guidelines below; ask questions if you need.

- Use one-inch margins all the way around
- Body text and subheads: 12-point, Times New Roman font
  - Block quotations: 11-point, Times New Roman font
  - Endnotes, Notes, Bibliography (preferred over footnotes): size 10, Times New Roman
- Double space (easier for editors) or at least a spacing of 1.5.
- Use one space after sentences (not two). Use the Find/Replace function to remove.
- Indent paragraphs 0.25 inches [in Microsoft Word: **Home** > **Paragraph** dialog box launcher > **Indents and Spacing** tab, and under **Indentation** select "First Line" under Special, and "0.025" under "At"]; please do not use the space bar
- Paragraphs should not contain any extra lines between them [in Microsoft Word: **Home** > **Paragraph** dialog box launcher > **Indents and Spacing** tab, and under **Spacing** make sure the "After" section is set to "0 pt"]
- Ellipses should contain three spaced periods, like this (. . .), not like this (…), or this (…)
- Em dashes should be one long dash without any spaces before or after (like—this), not (like – this)
- Commas between coordinate adjectives must be tested with an "and" and reversal of clause order. Choice must be carried out consistently.
- Apostrophe use + *s* for possessive or singular nouns ending in *s*, *x,* or, *z* is the author's choice as long as he/she is consistent
- Dialogue tags linked to action are acceptable in moderation
- The use of smart quotations and apostrophes are necessary
- When citing longer works (book titles, album titles, movie titles), please use italics; when citing shorter works (chapter titles, song titles), please use quotation marks
- When in doubt, use serial commas. If you choose not to use serial commas, be consistent. EMoon employs serial comma use.