

Comment: Include your name and the title of your story in the upper left-hand corner of every page. Number every page sequentially.

Chapter One

Comment: Start each chapter on a new page.

Funny how insanity can strike – so suddenly and without warning. Especially with friends nudging you gently over the edge.

Comment: Be sure your manuscript is double-spaced using an easy-to-read font such as Times New Roman or Courier New. Use an easy-to-read size -- 12 point font is preferred.

To be fair, Dee's friends didn't know she'd just been through a hellish Friday, capping an even more hellish work week. They knew she'd joined them in one of the company's car pool vans because her car had died in the parking lot; they didn't know she suspected the bill to get her vintage Volkswagen bug going again would be beyond her meager savings. They knew her job as secretary for the big boss, Jason Masters, was difficult at the best of times; they didn't know Masters's temper had been hair-trigger all day as he worked to close a major deal.

Comment: Margins should be 1" or 1.25".

They certainly didn't suspect their remarks on her love life would feel like salt on a raw wound. The five women had all been friends since high school and commenting on Dee's love life – or more often, the lack thereof – was a common past-time among the group.

Comment: Indent each new paragraph.