**Written and Illustrated Workshop: Typing Guidelines**

**Please no fancy fonts…**

* Type manuscript in Times New Roman or Arial 12 point font.
* Double space
* Do not number pages.
* Help author edit/revise the final copy of the story.
* Save final copy to disc, thumb drive, or e-mail as an attachment to [powers.shannon@meridianschools.org](mailto:powers.shannon@meridianschools.org)
* Print out extra hard copy to add to writer’s file

Final due date for final copy Oct 24. However, the **sooner** I receive typed final copies the better for printing out stories. Thank you in advance for your time and effort on this project.

Ms. Powers

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