

Chapter One

This is the standard format for RWA contests. Your entry should look like these pages of instructions.

The first paragraph of a chapter should be aligned on the left margin. Do not use an indent for this first paragraph, but indent the subsequent paragraphs in your chapter.

The genre, targeted publisher and line (if a category entry), and entry title and page numbering all appear in the top right corner of your header. Do not put your name in the header of any contest entry, or anywhere else in your entry. Your name should appear on a cover page, along with your contact details. (See contest conditions.)

Use approx 2.5 margins all around: top, bottom, and on the right and left margins. The left margin only is aligned. Use only 12-point non-proportional font New Courier and double space your lines. This will give you about 25 lines

per page.

Begin each new chapter on a new page, and start them about a third of the way down the page. Centre your chapter title (as at the beginning of this example).

Indent each paragraph (except for the first paragraph in your chapter) five (5) spaces, or about 1 cm. Do not leave an extra line between paragraphs. The indent is what indicates the beginning of a new paragraph. To indicate a section break, leave an extra line (see white gap between lines immediately following).

Alternatively, use...

* * *

*** is recommended for a section break at the end or beginning of a page, where it's difficult to see a blank line.

'What should I do for dialogue?' asked the by-now-confused entrant.

'Indent as for a paragraph and use quotation marks,' came the reply. 'Single for Australian and British publishing houses, thus single for RWA contests, although this is not a crucial condition and won't be penalised. Punctuation marks

are placed inside the quotations marks.'

To indicate that something should appear in italics in the finished [published] book, use *italics* or underline it.

Use A4 white 80 gsm paper, and print your entry on one side of the paper only. 80 gsm is the A4 paper commonly sold for printers and photocopiers, and the paper you're currently using is probably 80 gsm.

80 gsm = 80 grams per square metre. That's how much a square metre of the paper weighs. One A4 page of 80 gsm paper weighs 5 grams. If you're interested in getting some idea of the weight of your entry (useful for calculating return postage): 240 pages x 5 grams = 1,200 grams or 1.2 kg.

For an example of ARC format, see the [ARC layout template](#).