

INSTRUCTIONS FOR PLAY SUBMISSIONS

East Coast Scribes

Use 12-point font throughout the manuscript.
Avoid italics (except for occasional word emphasis).

The title page and other preliminary pages should be arranged in the following order:

- Title
- Characters listed in approximate order of importance with a short description of each next to his or her name.
- Setting & Time
- Scene Breakdown (optional)

Dialogue pages are formatted with all margins set at around 2.4cm.

- Dialogue is single-spaced.
- Type speaker names in FULL CAPITAL letters, flush to the left margin.
- After the speaker name, type a tab and then begin the dialogue on the same line.
- Character stage directions and general stage directions occur within acts or scenes. They stand alone in the manuscript with parentheses and are single-spaced.
- Type stage directions in *italics*. Speaker names within stage directions should be typed in SMALL CAPS (not italic).

Guidelines for pagination:

- Numbering begins with the first page of dialogue.
- Numbers are always in the *upper right-hand corner* of the page.
- Do not number preliminary pages such as title, characters, or scene breakdowns.

Sample Manuscript

Scene One

Stage directions and/or description of environment.

CHARACTER *enters with a plate of hardboiled eggs.*

CHARACTER

(in a fake British accent)

This is my dialogue. My dialogue continues. My dialogue continues further. My dialogue continues until it doesn't.

Pause.

OTHER CHARACTER

I am responding to your dialogue with some of my own.

CHARACTER

(with mouthful of egg)

This is my response to your response. KATE *exits.*