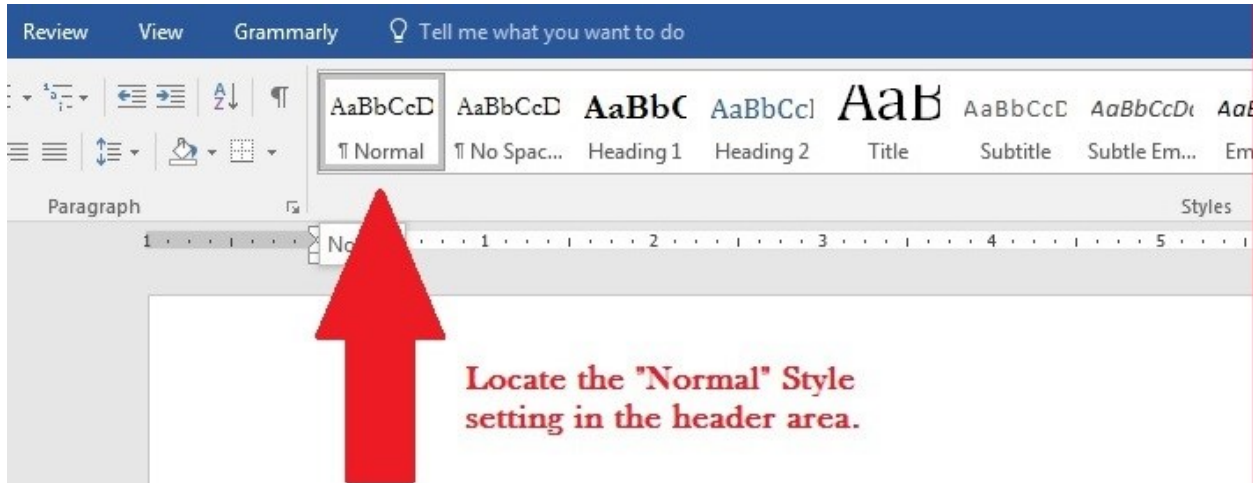
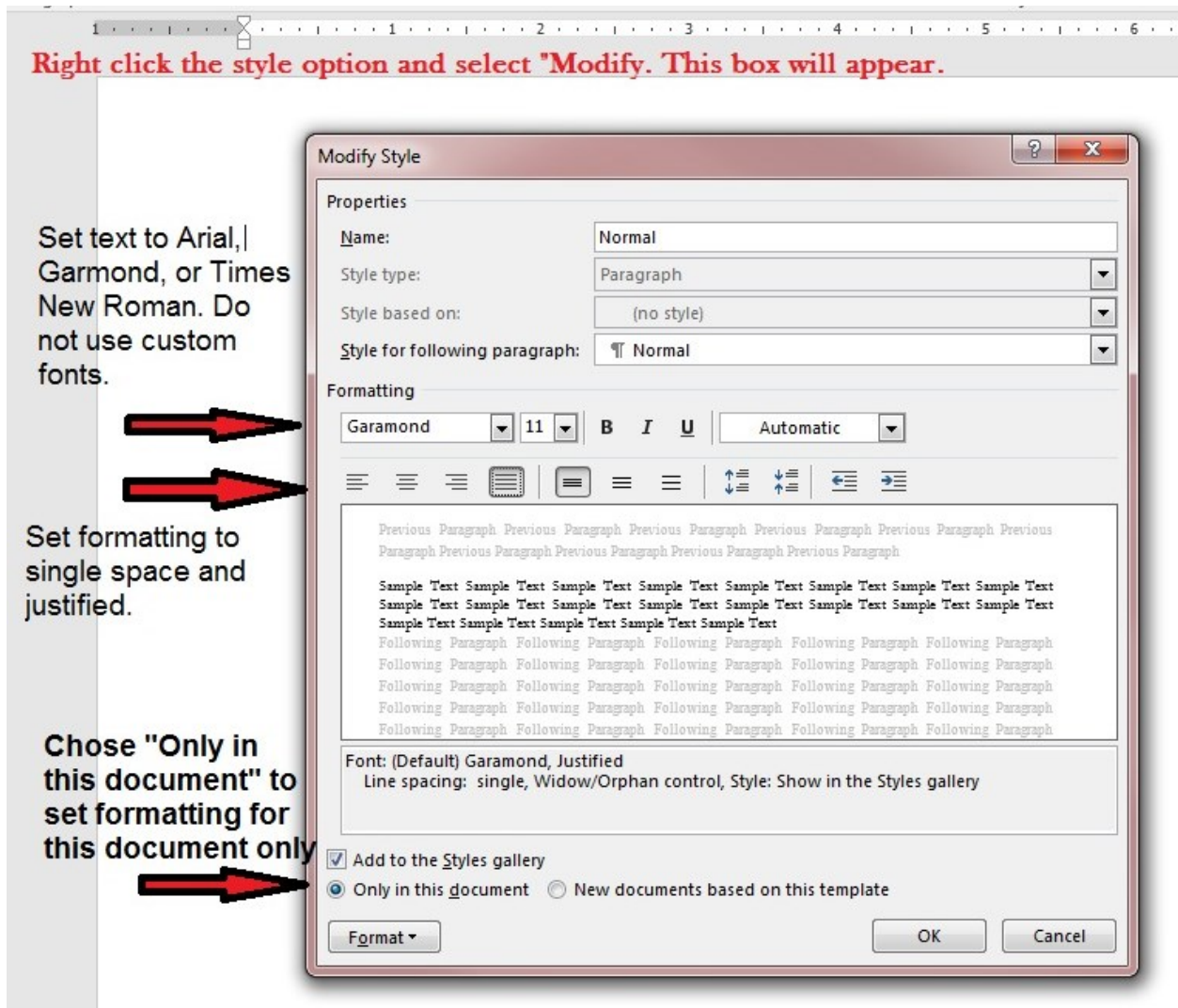


# How to Format Your Document in Microsoft Word for Submissions to Bards and Sages Publishing

## STEP ONE:



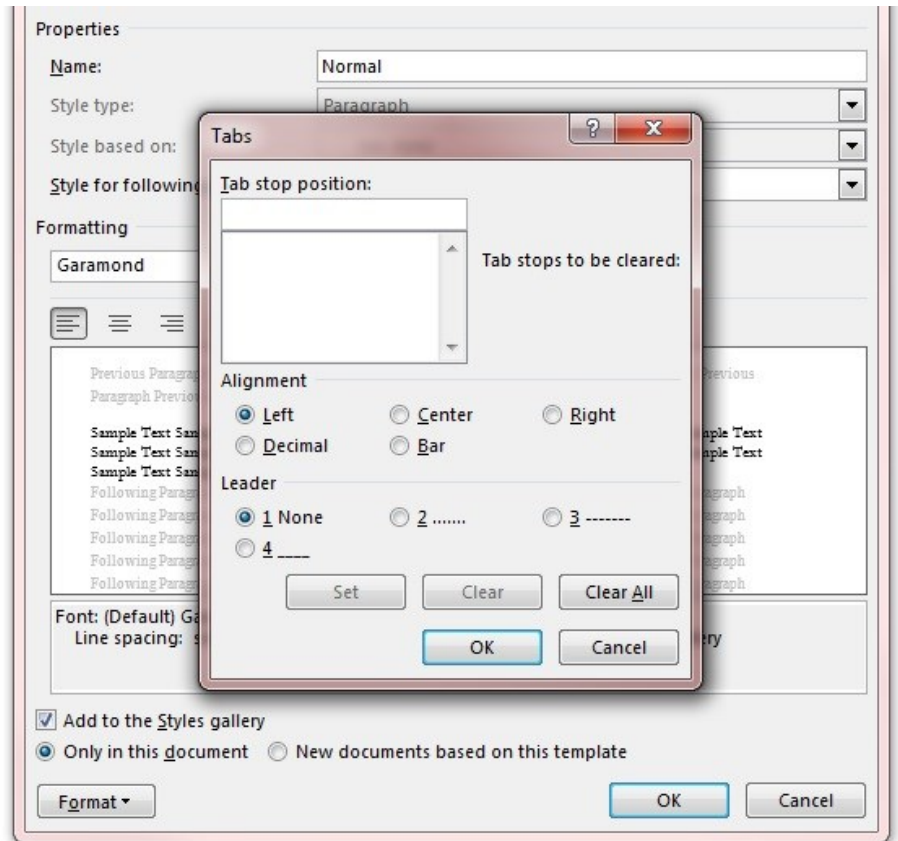
## STEP TWO:





## STEP 5:

Select **Clear All** then select **OK**. The **Tabs** pop up will disappear. Click **OK** to save paragraph settings.



Most word processing programs have user guides available that can show you how to perform these functions. Many of them are similar to Microsoft Word.

We have never rejected a story solely on formatting. However, following our guidelines as close as possible makes everyone's job much easier.