



# DIGITAL COMMUNITY OF AUTHORS & STUDENT PUBLISHING COMPANY

## Step 7: Publishing

### Format your manuscript for publication on the DCA web site

When an author completes a written work and is ready to submit it for publication, that written work is known as a manuscript. You are now ready to format your writing into a manuscript that is ready to publish!

Formatting of your manuscript includes text and illustrations, if you wish to include pictures.

In preparing your manuscript be sure to

- Create a title page that includes the title of the manuscript and the author's full name
- Choose one font style, size and color that is consistent throughout the manuscript
- Create illustrations by either drawing them by hand on paper or creating them digitally using a draw or paint program on the computer; if you draw original pictures by hand you will want to scan them so that they can be imported into your manuscript as digital images
- Make each page contain the text and illustrations exactly as you want them to appear when the manuscript is published
- Create an About the Author page which includes at least one paragraph telling about yourself; keep the information general and include the reason you decided to write about this topic
- Save your manuscript as "final\_draft" when you are finished in Word (.doc) or Rich Text (.rtf) format
- Review your final draft with your teacher
- Email your final draft to [walter@surfaquarium.com](mailto:walter@surfaquarium.com)

As our Digital Community of Authors gets busy writing, revising and publishing, it will take from two days to two weeks to prepare your manuscript for web publication. Once your work has been published on the DCA web site, you will receive an email announcing your success as a published author, including the Internet address of your published work. You can then share the Internet address with friends and family so that they can enjoy your writing!

We look forward to helping you publish online!

- *Mallory*