

## PREPARATION OF MAGAZINE COPY

Magazine copy is prepared in much the same manner as is news copy with these exceptions:

- 9.1 Type name and address in the upper left-hand corner of first page. Indicate number of words in the manuscript in the upper right-hand corner.
- 9.2 Place title about 2 inches from top of page. Type by-line (author's pen name) three or four spaces beneath and to the right. If subtitle is used, it should be placed between title and by-line.
- 9.3 Make sure that you have a carbon copy of the manuscript for your file.
- 9.4 Place your name, the subject of the article and the page number on each page of your manuscript.  
Andrews/Ghosts/4.
- 9.5 If there are noticeable corrections on any page, retype it.