

Next Stage Press Publication Copy Submission Guidelines

Okay, your play has been accepted, you've signed the contract, you've filled out the W-9 and sent it all back to us. What now? We're glad you asked. In an effort to get our plays into our store quicker, we have implemented strict guidelines on formatting from our playwrights and require them to submit a "Publication Copy".

The Publication Copy allows for the playwright to give the script one final lookover – checking for spelling errors, usage errors, and any other additional blemishes the script might be suffering from prior to publication.

In addition, if the playwright wishes to include a dedication or information about the original production, they can do that at this stage.

Our Guidelines are as follows –

1. Next Stage Press plays are all formatted in Times New Roman 16 pt font
2. The play's title is placed at the beginning of the script, **BOLDED** and **CAPS** in Times New Roman 48pt font – unless the play has a really long title – then 36 pt is acceptable.
3. All stage directions are in *Italics*. The initial stage directions are not in parenthesis, but all subsequent ones are. Make sure a period is at the end of each.
4. A Character's name is listed in **ALL CAPS ONLY** when the character first enters the play. The remaining times, the name is typed as Normal.
5. All Character headings are in **BOLD** with a period after.
6. In an effort to go green, we try to consolidate as much of the script as we can. So, stage directions are included in line text, just italicized.
7. If your play has multiple scenes – the scene headings are **BOLDED** and placed two lines after the previous scene ends. (The only exception to this is if the previous scene ends so far down the page that only the scene heading remains at the bottom – then, it's permissible to go to the next page.
8. We use single spaces between sentences in an effort to cut down on paper.
9. You are not responsible for the copyright page, header, or page numbers
10. Our document margins are 1" at top and bottom, .5" Left and Right

Look at the example on page 2

18 HOLES

ACT 1 SCENE 1

GENE sits at a computer and types out the formatting process. He takes a sip from his drink and dives in, placing his hands on the keyboard.

GENE. I wonder how long it will take to get this in an easy to read format? *(He takes another sip from his drink.)* I think not long at all. Next Stage Press playwrights are pretty brilliant. *(He gets up and walks out the door.)*

SCENE 2

The office. Later that day. There is a knock at the door. Gene gets up and opens the door, an ELF dressed as Mick Jagger stands with a huge smile on his face.

ELF. *(Beaming.)* Care to play with my whistle?

GENE. No, I've always been afraid of whistles.

ELF. Afraid of whistles? Are you mad?

GENE. No, I'm from Texas. Whistles are thought of as bad luck because they warn of death from the BBQ Banshee.