

INSTRUCTIONS FOR PLAY SUBMISSIONS

Yale Drama Series

Use 12-point font throughout the manuscript.

Avoid italics (except for occasional word emphasis).

Use an ordinary serif face type such as Times New Roman or Palatino

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

- Title
- Characters
 - Characters are listed in approximate order of importance with a short description of each next to his or her name.
- Setting & Time
- Scene Breakdown (optional)
 - A scene breakdown page may be useful if you change locations and time periods. It's also a good way to make complicated time structure clear to a reader. But if you have fewer than six scenes, it works as well to list them under each act on the Setting & Time Page.

Dialogue pages are formatted with a top margin of 0.75" – 1.0", and a bottom margin of 1.0" – 1.5". The left and right margins are set at around 1.0".

- Dialogue is single-spaced.
- Type speaker names in FULL CAPITAL letters, flush to the left margin (not centered).
- 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.
- Preliminary pages, if numbered at all, are done with lower case Roman numerals.

Please do not bind or staple manuscripts! Please send in loose pages held together with a paperclip or by rubber bands.

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Guidelines for Preparing Dialogue in the Yale Drama Series

Typing Dialogue

- ♦ Type speaker names in FULL CAPITAL letters, flush to the left margin (not centered).
- ♦ After the speaker name, type one tab and then begin the dialogue on the same line.
- ♦ Type stage directions in *italics*. Speaker names within stage directions should be typed in SMALL CAPS (not italic).

Sample Manuscript

Scene One

Stage directions.

CHARACTER *enters and does something else.*

CHARACTER

(Saying something in a certain way)

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

Pause.

KATE Some more dialogue of mine.

CHARACTER Even more things being said.

KATE *exits.*