

# PREPARING STORIES FOR STORY STUDIO

If you are submitting student work to Story Studio as part of a class anthology project, we ask that you follow a few guidelines to make production easier.

- All stories must be typed into one document. This can be a word doc, or google doc.
- Please do not submit stories in PDF format.
- Each story **title** should be placed on one line, with the **author's first name only** on the next line and the story beneath, finishing with **The End**.
- Do not include the words 'title' or 'author'. The child's biography can be typed beneath 'the end', leaving two lines before starting the next student's story.
- Please name your file as follows: school--year--teacher. Eg. **Macaulay--2020--Smith**.

## *How to format stories*

### **The Longest Story Ever** **Korina**

The teacher stood at the front of the room with a crazed look in her eyes..

**The End.**

My name is Korina. I am 8 years old and in grade 3.

### **The Next Story Title**

You may also select, or have students design, one illustration for the cover of your anthology. Any student illustrations will need to be sent as individual JPEG files titled with the first name of the student.

## **A few notes About Story Studio House Style:**

- Spell out numbers up to one thousand: four instead of 4.
- Use canadian spellings: colour, neighbour, metre, ax, favourite, flavour, moustache.
- Spell out the word okay, instead of using the abbreviation OK.
- Italicize characters' thoughts:
  - Danny wondered to himself, *'Is the sky really blue?'*
  - *'I knew it!'* I thought.
- Leave one line of space between regular paragraphs and dialogue, but do not indent the dialogue. Each time a different character speaks, marks the start of a new paragraph.
- Please capitalize the beginning of the dialogue in quotation marks. Also include the punctuation inside the quotation marks
  - "Hi everyone!"
- Ellipses are consistently three dots: So, like this... Then a space before the next sentence.
- Unless quoted in dialogue please use **anyway** rather than **anyways**.