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2. The name of the author and the title of the manuscript must appear in the header and the page number in the footer of each page.
3. The first page of the document is the cover letter and should be no longer than one page. It must include the complete name of the author, pseudonym used for this manuscript, email address and postal address. The intended audience (children, adults, women, etc.) and the genre (adventure, pony, romance, etc.) should be clearly stated and if the manuscript is intended to be part of an existing series already published by GROENHEIDE BOEKE, the name of the series. The cover letter must also state whether the manuscript is complete or partial, the (projected) word count, as well as any publishing history of the manuscript.
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5. The rest of the document is the manuscript and must be formatted as follows:
 1. Page size: A4
 2. Margins: 2cm (top/left/bottom/right)
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 5. Chapters must not start on a new page, but instead follow the previous chapter after two blank lines of text.

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Submission can be sent to robert@groenheide.co.za
and a confirmation of receipt will be sent within three days.