

## Writing Your Script

[ ] Please use a standard television script format. Do not use the format common for stage plays. If you are not familiar with standard television script format, buy yourself a book on script writing or find a copy of an actual script.

[ ] *Star Trek* spec scripts need to be 55 to 65 pages in length. No less. No more. A common rule of thumb says 1 script pages equals approximately 1 minute on the television screen. On *Star Trek*, 1 script page equals less than 1 minute. Script timing is a very accurate science. Please do not apply your own theory.

[ ] *Star Trek* scripts must include a TEASER (3 to 5 pages) and FIVE ACTS (10 to 11 pages each). The teaser is the opening segment in each episode prior to the main title sequence, which is used to "tease" the audience and grab their interest.

[ ] We cannot accept scripts for *Star Trek* feature films. The writing of movie scripts is the purview of professional writers hired by Paramount. As such, these projects are always developed and written in-house.

## Submitting Your Script

It is a very good idea to use the following guidelines as a checklist prior to submitting your script.

[ ] We cannot accept more than two (2) spec scripts from the same writer and/or team of writers, unless they are represented by an agent. There is no limit on the number of scripts an agent may submit for you.

[ ] Scripts must be typed or computer printed. Do not send computer disks. One hard copy of your script will suffice.

[ ] Scripts must be bound on the left margin. Do not submit unbound material! Please use 3-hole paper bound together with two brass brads. Do not use fancy binders or plastic covered pages. A simple card stock will serve nicely for a cover.

[ ] Do not use dinky little brass brads that easily slip through the holes in your script! Standard one-inch brass brads should work perfectly.

[ ] Upon submission of your script, please include a self-addressed-stamped-envelope (S.A.S.E.) for the return of your script. The S.A.S.E. should be a 10x13 non-clasp, paper envelope properly addressed to you with \$2.90 in U.S. postage in the upper right corner. Do not send checks, cash or money orders in lieu of U.S. stamps. International reply coupons are acceptable.

[ ] Do not use envelopes larger than 10x13.

[ ] Before mailing your script, please remember to include your complete name, mailing address (with zip code) and telephone number (with area code) on the cover of your script.

[ ] We cannot process a change-of-address after you have submitted your script. We have no means of tracking your script once it enters the process of consideration. So, please, submit a Forwarding Order to your Post Office, when you move, so that any mail sent to your old address will be forwarded to your new address.

[ ] Upon mailing your script, we would appreciate the use of environmentally safe packaging. Non-bleached, paper envelopes without metal clasps are easiest to recycle. Please do not use padded or insulated envelopes. Plastic packaging and synthetic fibers are bad for the environment and harder to recycle! Thank you.

[ ] Overnight and Express Mail deliveries are not necessary. Regular First Class Mail or 4th Class Book Rate are preferred. Most packages will not be opened immediately upon receipt, anyway. (Except for those submitted by agents!)

[ ] If you require acknowledgement of your submission, please send your script via Certified Return Receipt Mail. The *Star Trek* offices cannot confirm receipt of script submissions by phone or mail. We do not have the time or resources to provide this service. Sorry.

## The Submission Process

[ ] When a properly submitted script is received by the *Star Trek* Script Coordinator, it goes through a variety of steps in the process of consideration. First, the script must be registered on a computer log, then sent to a script reader;

analyzed by the reader; forwarded to the Executive Producers for approval or rejection; and ultimately returned to its author. This process can take anywhere from eight weeks to eight months!

[ ] Due to the enormous quantity of scripts we receive, we cannot respond individually to inquiries regarding specific scripts or requests for information. Please do not write or call for a "status" or "update" on your submission. Rest assured, you will be notified, one way or another, when a decision has been made on your script.

[ ] Scripts submitted by WGA agents will receive priority consideration.

[ ] In fairness to the hundreds of other writers who have carefully followed our guidelines, we reserve the right to return, unread, any material which fails to meet our submission requirements. Thank you for your cooperation and good luck with your writing!