Tips on Standard Manuscript Formatting

Use these tips to prepare your manuscript for an editor.

Title Pages

- ☐ Your contact details at upper left of the title page.
- ☐ Approximate word count at the upper right corner.
- ☐ The name of the novel about 1/3 of the way down the title page, centered.
- ☐ Your name below the title preceded with the word "by."

The Manuscript

- ☐ Align text to the left.
- ☐ Begin new chapters on new pages.
- ☐ Create a header in the top right corner by using your last name, keyword, and page number.
- ☐ Double space lines in a manuscript.
- ☐ Indent each paragraph by 0.5 inches (1.25 cm).
  Set your indentation in Word: Format → Paragraph → Section Menu
- ☐ Page numbers begin with one (1) and begin *after* the title page.
  Number front matter pages with a Roman numeral.
- ☐ Send as Word document (.doc/.docx).
- ☐ Set a margin of 1.0 inches (2.5 cm) on all four sides.
- ☐ Single space between sentences.
- ☐ Single space lines in a Query Letter.
- ☐ Single space lines in a Synopsis.
- ☐ Use a blank line to show scene breaks, with a center hash (#) or three asterisks (***) in the middle of the blank line.
- ☐ Use black text on a white background.
- ☐ Use italics when necessary (but never underline).
- ☐ Use the standard page size of 8.5 by 11 inches.
- ☐ Use Times New Roman, Arial, or Courier font at 12-point size.
- ☐ Write The End or input a center hash mark one double-spaced line after the last line.