



Standard Manuscript Formatting Guidelines:

font: Twelve point, Times New Roman, Black

margins: One-inch margins on all four sides

indent: Half-inch paragraph indentations (**this tab is pre-set in MS Word**) for the first line of each paragraph (even the first paragraph of a chapter)

space: Double space; **no extra spaces between paragraphs** unless they are for scene breaks, etc. This can be removed by going into Format, Paragraphs, and then unchecking the box that says extra spaces between paragraphs.

page numbering: Insert page numbers at the bottom of each page.

scene breaks: Indicate scene breaks by simply inserting a blank line and centering the number sign # in the center of the line.

chapters: Begin chapters on new pages. Center the chapter title, even if it's only Chapter One (or Chapter 1), about 1/3 of the way down the page. Skip a couple of spaces and begin the text of the chapter.

end: Center a number sign # on an otherwise blank line one double-spaced line down from the final line of text of the final chapter or epilogue at the end of the manuscript. Or simply write *The End*.

file name: Please name each file according to the title. Include Pt. 1, Pt. 2, etc. if it's part of a series.