BOOK MANUSCRIPT FORMAT

When submitting a manuscript to an agent or a commercial book publisher, follow these industry-standard guidelines (subject to any differences identified in the agent's or publisher's writer's guidelines):

- All margins should be 1 or 1¼ inch.

- Double-space all text. Do not allow extra space between paragraphs. (Remove automatic paragraph spacing.)

- Indent the first line of each paragraph ½ inch (using the tab key or automatic hanging indentation, not multiple spaces).

- Use Times New Roman, 12-point font.

- Do not use ALL CAPS or bold for emphasis. If you must emphasize something, italicize it. But don't overdo that.

- Use one space between sentences, not two. (Do a search and replace to catch them all.)

- Use spell check, but also proofread your manuscript very carefully for correct typos, inconsistencies, and errors in punctuation, usage, grammar, and spelling. Look up words in *Merriam-Webster's Collegiate Dictionary.* Use punctuation rules from *The Chicago Manual of Style.*

- Use left alignment, not full or centered. (Leave right margin "ragged.") Block-indent (add an additional half inch to the left margin only) quotations more than four lines long.

TITLE PAGE

One third of the way down the first page, type the title of your book in ALL CAPS. If you have a subtitle, type that in Initial Caps on the next line. Two lines down from that, type "By" followed by your name (or your pen name, if you wish to use one). This should all be centered.

At the bottom of the page, left aligned, type your real name (not your pen name). On the next line, type your mailing address; on the third line, your city, state, and zip code. On the fourth line, type your phone number (with area code). On the fifth line, you may type your e-mail address and/or website URL.

Do not add a copyright line. Your work is protected by law from plagiarism regardless of whether you officially copyright it, and professional writers know this. So putting the symbol on your work brands you as an amateur. Reputable publishers wouldn't dream of ripping off an author's work, so it's a bit insulting to suggest that you fear this.

HEADER

At the top of every page except the Title Page, insert a header (using the header feature). Flush left, type your last name, a slash, and your title. In the upper-right corner, have a running page number. Use 10-point font for the header.

NEW CHAPTERS

Start each chapter on a new page. About one third of the way down the page, type Chapter One, Two, Three, etc. (or 1, 2, 3, etc.) and chapter title (if applicable) on the next line, centered. Two double-spaced lines down, start the text.