

## Novel Formatting

By Azalea Dabill

Formatting your manuscript for publishers is fairly simple. Don't try to make your manuscript appear like a printed book. It will give your publisher a headache and label you an "amateur."

Print your manuscript on one side on standard white paper, 8 ½ by 11 inches. Keep the page size the same even if you are submitting electronically. Use 1 inch margins or a little larger. Make sure pages are consecutive and use your computer word wrap feature. Double-space your text. Home and Student 2010's automatic paragraph indent uses standard 0.5 inch paragraph indents. One space between sentences is standard, and use three ### signs to signal a line or a section break between text. Times New Roman font, 12 point size, is standard. Leave staples, paper clips, and binders off of your manuscript. Again, standard font and plain, general formatting are important to your publisher, making it easy for them to convert data as needed.

For a manuscript title page, in the upper left header put your last name in caps, and the title in cap-lowercase. Ex. 1: DABILL/Falcon Heart. Page numbers go in the right upper header. Center your title halfway down the title page, and beneath the title put "by" and your name. Do not boldface your title or your name beneath, but font size is variable according to what aesthetically pleases you.

Start your chapters one-half to two-thirds of the way down the page. Whether it's indents, line spacing, chapter placement, footnotes, or chapter headings, always be consistent.

Save your manuscript file/files in Rich Text Format, or save a second copy this way so that your formatting will transfer correctly to your publisher's program. This will make your publisher's job much easier, and so yours as well.

*In this flyer where I use block quotes (if applicable), I have changed to single-spacing for readability.*