

## 1: How to Format Your Novel Manuscript | The Editor's Blog

*If you want to offer suggestions for book design and format, do so after the book's been accepted. As you wouldn't use all caps for the word big or use a blue font each time you included the word blue, you don't have to portray the look of other story elements.*

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**Manuscript format:** Give yourself the best chance by making it tidy, presentable and professional looking by using the proper manuscript format. Paper size, colour and binding A4 is the standard size for novel submissions. Almost all literary agents and publishers expect electronic submissions in Microsoft Word format. Make sure there are no stains or other marks on the pages. Print the text on one side of the paper only.

**Title Page** The title page, should have: Your contact details in the top left hand corner The name of the novel in the middle of the page Below the title, your writing name, i. Begin numbering with the first page of the actual novel.

**Novel Pages** You should lay out the text of the novel itself out using the following rules: It gives the publisher or literary agent room to make notes.

**Headers** Use a header on each page. Include The title of your novel. Separate the parts of the header with slashes, like this: Chapters Start each new chapter on a new page. Leave space around the chapter header, two or three lines above and below it is fine.

**Scenes** A scene is a part of the story that all takes place at one time and place. Whenever the narrative jumps e.

**Paragraphs** Indent all new paragraphs except for the first paragraph of a new scene.

**Dialogue** Dialogue for a new speaker goes on a new paragraph. In the USA, double quotes are commonly used.

**Spacing** Double-space the entire text i.

**Fonts** Use a basic font, one that anyone who is reading your novel will have on their computer. Use the same font throughout the manuscript. Times New Roman at point size twelve is the default choice, but any plain readable font should be acceptable. Monospaced fonts like Courier are acceptable, but not required. Bold is OK for the name of the novel and the chapter headings. Italics are OK in text itself, for emphasis, thoughts etc.

### 2: PDF Books Library To download free eBooks on Fiction and Non-Fiction

*It doesn't matter if you want to be an independently published author or a traditionally published author, formatting your manuscript correctly is critically important for getting your work read.*

Here are the basics steps on formatting your manuscript in Microsoft Word for self publication. These steps include including setting up the correct trim size, setting up the correct margins, formatting the text, and numbering the pages. Be sure your book is in ONE electronic file. Set up your page size. All other adjustments stay the same. This creates space for the binding of the book. No spaces between paragraphs. You are now ready to put your book into this format. Close your existing book file. You have now put your book in the correct basic format. This will make the chapter location and the page numbering easier to visualize. Body Text should be set to 10 to 12 point Times New Roman text font. Actually, you may use any font you want; however, it is best to use an easy-to-read font. Also, keep the font and the font size consistent for a professional-looking book. On an odd numbered page, the Page Number should be on the Outside Right. In most cases page one is also the first page of Chapter One. When working in Microsoft Word, this can be a bit confusing. Page ONE will then have the page number on the right side of the page, making it a right-hand page. Remember, you are creating a book, so think as though you had the book lying open in front of you on the table. If you choose not to adhere to the right-hand Chapter starts, however, that is acceptable to us. Registering will also give you access to our preformatted MS Word Templates that you can download to your computer. To register, please go to [www](http://www).

### 3: Manuscript format: get your novel ready for submission

*Indentation: The first line of each paragraph should be indented by half an inch ("). In Word, do this either by using the ruler bar at the top of the page, or by setting First line by " in Format, Paragraph (see picture below).*

Early works[ edit ] There are two theories on the genesis of the epistolary novel. The first claims that the genre originated from novels with inserted letters, in which the portion containing the third person narrative in between the letters was gradually reduced. Other well-known examples of early epistolary novels are closely related to the tradition of letter-books and miscellanies of letters. The immensely famous Letters of a Portuguese Nun *Lettres portugaises* generally attributed to Gabriel-Joseph de La Vergne, comte de Guilleragues , though a small minority still regard Marianna Alcoforado as the author, is claimed to be intended to be part of a miscellany of Guilleragues prose and poetry. Behn furthermore explored a realm of intrigue with letters that fall into the wrong hands, faked letters, letters withheld by protagonists, and even more complex interaction. The epistolary novel as a genre became popular in the 18th century in the works of such authors as Samuel Richardson , with his immensely successful novels *Pamela* and *Clarissa* . Starting in the 18th century, the epistolary form was subject to much ridicule, resulting in a number of savage burlesques. In it, the female narrator can be found wielding a pen and scribbling her diary entries under the most dramatic and unlikely of circumstances. So did the diarist Fanny Burney in a successful comic first novel, *Evelina* . The epistolary novel slowly fell out of use in the late 18th century. Although Jane Austen tried her hand at the epistolary in juvenile writings and her novella *Lady Susan* , she abandoned this structure for her later work. It is thought that her lost novel *First Impressions*, which was redrafted to become *Pride and Prejudice* , may have been epistolary: *Pride and Prejudice* contains an unusual number of letters quoted in full and some play a critical role in the plot. The epistolary form nonetheless saw continued use, surviving in exceptions or in fragments in nineteenth-century novels. Mary Shelley employs the epistolary form in her novel *Frankenstein* . In the late 19th century, Bram Stoker released one of the most widely recognized and successful novels in the epistolary form to date, *Dracula* .

Types[ edit ] There are three types of epistolary novels: An important strategic device in the epistolary novel for creating the impression of authenticity of the letters is the fictional editor. List of contemporary epistolary novels Epistolary novels have made several memorable appearances in more recent literature: Sophia Briscoe used the form in both her novels: Marianne Ehrmann wrote the epistolary novel *Amalie and Minna* around 1800. Fyodor Dostoevsky used the epistolary format for his first novel, *Poor Folk* , as a series of letters between two friends, struggling to cope with their impoverished circumstances and life in pre-revolution Russia. *The Moonstone* by Wilkie Collins uses a collection of various documents to construct a detective novel in English. In the second piece, a character explains that he is writing his portion because another had observed to him that the events surrounding the disappearance of the eponymous diamond might reflect poorly on the family, if misunderstood, and therefore he was collecting the true story. This is an unusual element, as most epistolary novels present the documents without questions about how they were gathered. He also used the form previously in *The Woman in White* . Virginia Woolf used the epistolary form for her feminist essay *Three Guineas* . It is less generally realized that his *Letters to Malcolm*: These are both real and imagined letters, written by the protagonist Moses Herzog to family members, friends, and celebrities. *The Anderson Tapes* , by Lawrence Sanders is a novel primarily consisting of transcripts of tape recordings. Alice Walker employed the epistolary form in *The Color Purple* . *Last Days of Summer* by Steve Kluger is written in a series of letters, telegrams, therapy transcripts, newspaper clippings, and baseball box scores. *The Perks of Being a Wallflower* was written by Stephen Chbosky in the form of letters from an anonymous character to a secret role model of sorts. *The Boy Next Door* by Meg Cabot is a romantic comedy novel consisting entirely of e-mails sent among the characters. *The Princess Diaries* by Meg Cabot is a series of ten novels written in the form of diary entries. The epistolary format is treated by the author as a consequence of necessity: The novel *Cloud Atlas* by David Mitchell tells a story in several time periods in a nested format, with some sections told in epistolary style, including an interview, journal entries and a series of letters. *Griffin and Sabine* by artist Nick Bantock is a love story written as a series of hand-painted

postcards and letters. *Where Rainbows End* alternately titled "Rosie Dunne" or "Love, Rosie" in the United States, by Cecelia Ahern, is written in the form of letters, e-mails, instant messages, newspaper articles, etc. *Uncommon Valour* by John Stevens, the story of two naval officers in, is primarily written in the form of diary and log extracts. *The Great Detective at the Crucible of Life* by Thomas Kent Miller, comprises a variety of letters, parchments, and journal entries that bring to light an adventure by H. *An Oral History of the Zombie War*, by Max Brooks, is a series of interviews from various survivors of a zombie apocalypse. *Diary of a Wimpy Kid*, by Jeff Kinney, is a series of fiction books written in the form a diary, including hand-written notes and cartoon drawings.

## 4: How to Format Your Book for Self Publication – Bookstand Publishing

*Here are the basics steps on formatting your manuscript in Microsoft Word for self publication. These steps include including setting up the correct trim size, setting up the correct margins, formatting the text, and numbering the pages.*

Before, you were at the mercy of your publisher on how your book format looked, but today, you have control over this entire process. In fact, you have the final say over everything in your finished manuscript is displayed. Therefore, knowing the proper book format you need is crucial. And with great power comes great responsibility. Or worse, your audience will slam your book with negative reviews because you published it riddled with errors. Your completed self-published book should convey professionalism in all aspects – including with its book format. From our experience, most authors make the same mistakes when with their book format. If you have a completed manuscript with botched book formatting on your hands, this article will teach you how to fix it using Microsoft Word. Many of us learned how to type using the Tab key to create an indent at the start of each paragraph, so this can be a tough habit to break. With fiction book formatting, you want to have just a small indent at the start of each paragraph. If your book is non-fiction, generally speaking, you want to use block paragraphs rather than indents, unless your book is a memoir or historical fiction. More on that in tip 2. If your book is fiction, you may be wondering how to create paragraphs without the Tab key. The fix is simple: In MS Word, set the Paragraph settings to automatically create indentations for the first line in each paragraph. This simple auto fix will make creating your book format way easier. You can change the size of the indent using the box to the right. How big are the paragraph indents? Experiment with making yours larger or smaller, printing out the page, and comparing them to the book in your hand. But what if your page tome has already been drafted, using the dreaded Tab key for each and every paragraph? No need to set fire to your laptop! Leave the Replace field blank. You now have a much prettier, easier-to-convert document through the magic of technology that will make your book format much more professional-looking. Rather, a popular book format for modern non-fiction is the block paragraph. This helps to delineate the separation between paragraphs. The reasoning behind whether you should use indentation vs. But in books where complicated information is being consumed, having a single line space between paragraphs aids the brain in processing one piece of information before moving on to the next. Here is an example from a fiction novel of what it looks like to use indents instead of block paragraphs: In non-fiction works where some information should flow, and other sections require more brain power to comprehend, some authors decide to mix formatting types and use indentation where appropriate and block paragraphs where useful. Just as with the good old-fashioned Tab key indent, two spaces after a period may have been the norm back when you were learning to type. This is because, with typewriters, characters were all the same width, so the two-space rule allowed for greater readability. With modern computer fonts, the characters all fit closer together in a proportional fashion, thereby eradicating the need for that one additional space. Before you convert your manuscript, change all double spaces to single spaces. The result will be a better formatted, stylistically correct book. Enter two spaces in the Find This will help you find every double space in the document. Enter a single space into the Replace field. Two or more words that, together, function as an adjective are joined with a hyphen. For example, dark-pink skirt or two-way street. Two words or more that form a number are joined with a hyphen. For example, toothbrush or starfish. Two or more separate words that are used as a single word or idea. For example, action-grabbing, top-notch, or larger-than-life. When in doubt, look it up! For a more detailed treatment of the hyphen, here is an important source to consider: When to use quotes in your book format: This means either a person is speaking – like in fiction – or you are borrowing material verbatim from another source, like in non-fiction. Use of quotes is rarely needed for common expressions. Ironic terms can be set off in quotes. Overuse of quotes can get annoying, so be judicious in their application. When to use apostrophes: Use an apostrophe for possessive form except the word its. Use an apostrophe for contractions, such as it is. Avoid using an apostrophe for plural forms. Five cats ran past her. This is simple right? Using paragraph breaks will create extra space where none is needed and will change the page layouts of your book, making your book look ugly. Instead, use the page break function. You can also find it in the ribbon in Word.

Google Docs also has this feature. This makes navigating and formatting your book a pain. In Google Docs the styles section can be found by clicking the box between the zoom level and the font type. When creating a new chapter, highlight the chapter heading, and then make it a header by applying the relevant style. You Need a Proper Book Format Without question you want your book to stand out because of its invaluable content, stunning tone of voice , and laser targeted towards your audience. It will help you design your title page on a different first page, your copyright page , trimming to the correct paper size, and the million other things you need to do to get your book ready for print. Your Next Steps Thirty years ago, it would have been impossible to publish a book yourself. Today you have all the tools you need to produce a flawless manuscript. Join Chandler Bolt at his FREE Webinar Training as he reveals the exact tactics and strategies he used to write and publish 6 bestselling books in a row and how he used them to build a 7-figure business in less than 2 years! These are the people who will help take your book to the next level. Just remember to choose enthusiastic individuals who truly love your book! Knowing how to build your author platform and get the word out about your book takes time and deep thinking along with some helpful tips. Sit down and create a calendar with all the social posts, ads you want to create, and even emails you want to send to your list. Once you have your plan together, incorporate your launch team to help you execute it. Have you struggled with book formatting in the past? How did you figure it out?

### 5: How to Properly Write and Format a Book: 6 Steps (with Pictures)

*#1 - Avoid Hard Indents in Your Book Format. A hard indent is when paragraph indentations are created by manual use of the keyboard's Tab key.*

However, you should seek to do everything in your power to be a professional friend of your editor. One of the simplest ways to do that – which too many authors fail to consider – is formatting. I can hardly read this manuscript. Plus, once you have the basics down, you can create a template for future use. While this article attempts to offer standardized recommendations, some editors, agents or publishing houses may have their own formatting stipulations. Always be sure to scan websites for that information, and when in doubt, ask. The following formatting recommendations hold true for both fiction and nonfiction manuscripts in the U.S. Any accepted variations are noted, and comments are appreciated with regard to differences for international markets. Save that for your interior design, which comes much later after the editing process. Times New Roman is no longer used by The Times. Set alignment to left justified. Left justified text is also known as ragged right text. The text will align itself along its left side, leaving its right side nonuniform unjustified. Use a single space after periods. If you were trained to type two spaces after a period, retrain yourself. In the digital age, use a single space. Use double-spaced line spacing. This may be the greatest help to your editor. You want to ensure they see your every last word, so give your words room to breathe on the page. Indent all paragraphs by one inch. Format paragraphs according to genre standards. Fiction authors should use indented paragraphs without full paragraph breaks. Nonfiction authors may opt for no indentation so long as paragraphs are separated by a full paragraph break. Rather, use page breaks. Rather, begin numbering on the page your story begins. Choose to place your page numbers at the top left of the page. Send your manuscript as one Word document. And whatever you do, never send your editor individual chapters as separate files.

### 6: How to Format a Manuscript - The Specifics Guidelines You Need

*AnyBooks is a FREE Books, novels, ncert free download - Apps on Google Play If you are a bibliophile, this app will mean world to you. Once you download this app, you will never uninstall it.*

You can find and contact Kelly on Scribophile. We have lots more free instructional articles in our Writing Academy. For writers wanting to be independent published authors, this process will cut down your costs when the time comes for manuscript assessment, proofreading, editing and typesetting. So now you know why industry standard is important. Luckily for you, formatting your manuscript can be summarized in a few bullet points: Set the margins for your document at 3cm on all four sides. Align to the left hand side only; the right hand side should remain jagged. Use twelve point Times New Roman in black type only. Courier and Arial fonts may also be acceptable. Lines should be double spaced with no extra spaces between paragraphs. Single space between sentences after periods. Indent new paragraphs and each new section of dialogue, with the exception of the opening paragraph of a chapter or scene break. Instead, set indentation to 1. Insert a key word from the title in the top right header with the page number and your last name. Skip a couple of spaces and begin the text of the chapter. Never underline in novel manuscripts. Your title page should include: The name of the work. Your approximate word count, to the nearest hundred. Your contact details formatted in the same font and size as the manuscript font. Remember to keep a copy of your manuscript for yourself. You now have a manuscript formatted to the industry standard! Check out the images below for an example of what a correctly-formatted manuscript looks like. An example of a well-formatted novel manuscript [Further Reading](#).

### 7: Popular Format Pdf Books

*Online shopping for Books from a great selection of Graphic Novels, Manga, Comic Books, Publishers, Comic Strips, How To Create Comics & Manga & more at everyday low prices.*

If you want a purple font on a pink background, have at it. Let your creativity shine through your story, not your manuscript format. There really is a time to blend in with others, to be just one of the crowd, and this is that time. No fancy fonts or colors. No odd sizes in fonts or margins. You want an agent or editor talking about your submission, but for the right reasons. So how do you format a novel manuscript an acceptable way? Find out what the agent or publisher recommends. Yes, many publish their specs and formatting requirements right on their websites. Checking out the specs should be your first step. Adapt your manuscript for each agent or publisher most will be remarkably similar. For any agent or publisher without a specific format, follow an accepted format for novel manuscripts, such as this one— font: One-inch margins on all four sides indent: Double space; no extra line spaces between paragraphs align: Align left not justified. The right edges will not be uniform or even. Indicate scene breaks by inserting a blank line and centering the number sign in the center of the line page header: Include your last name, your title or keywords from the title , and the page number in the page header of every page except for the title page. Begin chapters on new pages insert a page break or format using styles. Skip a couple of spaces and begin the text of the chapter. Or simply write The End. Use italics for italicized words. Use a single character space only, not two spaces, between sentences. Include a title page— contact info: Aligned left and single spaced, near the top of the page, include contact information: Follow with the word count. Alternatively, you can set word count apart by listing it at the top of the right side of the title page. Header information is not included on the title page. The title page is not included in page numbering. For some genres, including romance and sci-fi, you can include the subgenre, such as suspense or Regency. Include this information either above or below the word count. To help prepare your manuscript for submission—Read The Magic of Fiction. Do you have leeway with some of these items? For example, your header could be aligned left. Can you add an asterisk instead of the number sign for scene breaks? You could also use three number signs instead of a single one. Some recommend beginning chapter one on the title page while others insist on the title page standing alone. I like the less cluttered look when chapter one begins on its own page, and this seems to be the more accepted practice these days. Always, always, always check the recommended format for each agent and publishing house you submit to. Never send more than they request. When you submit, submit professionally.

### 8: Download Free PDF Books Online

*How is a newbie supposed to choose the correct format of a novel manuscript when so many people who are published authors, contradict each other. From correct type font to positioning of details on title page one can find different suggestions.*

People will judge your book by appearances, and if it appears slipshod and unprofessional, readers will assume its content is no better than its presentation. All it takes is some common sense and a basic grasp of Word. Before you start formatting, make sure your text is as good as it can be! Make sure straight quotes have been converted to smart quotes " " , double hyphens -- into solid m-dashes, and so on. Look at a Book! Pull a few books off the shelf -- preferable the same "trim size" yours will be e. Note the font size and style. Pay attention to how chapters begin. Look at the running headers. Note how subheads are handled. If necessary, photocopy a few pages to keep as a reference. One of the most common "DIY" errors I see in self-published books is double-spacing between paragraphs. If you look at a commercially published book, you will see that there is never an extra line between paragraphs. This is "manuscript format. An extra line space is used only to indicate a change of section or scene. So first, go into the "paragraph" format menu and uncheck the box that adds "extra space between paragraphs of the same type. One quick way to do this is to simply do a search-and-replace command, using the "more" option to access the "special" option menu. Open the "replace" menu, and click the button that says "More. Then move your cursor to the "replace" field and click "paragraph" once. If you need to insert tabs, now is the ideal time to do it - after clicking "paragraph," click "tab. In Word, go to the "Page Layout" menu and select "size. Name your setting e. Next, set your margins. One tell-tale sign of a self-published book is tiny, tiny margins! Your book has two types of margins: Exterior top, bottom, and outer edge and interior or "gutter," where the book is bound. Exterior margins should be at least half an inch three quarters is better , and the gutter should be at least one quarter inch deeper than the exterior margins. Set your margins to the desired width and apply to the entire document. You can select your entire document and justify it using the toolbar, or go to the "Styles" menu, select "Normal," then "modify" and change the alignment there. The second approach ensures that justification applies only to your regular text, not to chapter headings and subheads -- and it will also apply the style to any text you insert later. You may also wish to turn off the format command that prevents "widows and orphans. However, this can also result in an uneven bottom margin, particularly if a three-line paragraph is bumped to the next page. Fonts and Tabs Amateur self-publishers are often tempted to "dress up" their books with an abundance of fancy fonts. The interior of your book should have no more than two or three fonts one for your "normal" text, one for chapter headings, and possibly one for subheadings or captions. Note that most books set "normal" text in a "serif" font e. Unless your book is meant to be for children or large type, your text font should be no larger than 10 or 12 points. Keep in mind that different fonts have different sizes, so a point setting in one font may be as large as a point setting in another. To choose a font, set up several test pages. Pull two full pages of text from your book and save them as a separate file. Now print out your test pages and compare them. To compare fonts, glance quickly at the page. Can you read the text easily? Does your eye begin to follow the words? Or is your attention wavering, your eye jumping from one part of the page to another without taking in the content? Do you have to bring the page closer, or squint, to read it? Does the text look crisp and clean, or is it dense and cluttered? Another factor is how a font contributes to the overall length of your book. While one of your test documents may print out at less than two full pages e. Remember that in POD, every page costs money - so any tricks you can use to shorten your book will make it more affordable. A final step is to set your tabs. Typically, tabs should be between. Again, look at a published book, and measure! To set your tabs, you can either "select all" and go into the "Paragraph" menu, or go back to the "Style" menu and set them within the "Normal" font style. By the way, when I say "tabs," I do mean tabs. I do not mean "indent. If you have a first-line indent, remove it in the paragraph menu and set up a tab spacing instead. Chapter Titles and Subheads In a published book, chapters generally begin one-third to halfway down the page. Another, and more professional, method is to use the style menu to set up a first-level chapter header that specifies such

elements as font and spacing. Right-click on the "first level header" style and take a look at your options. Experiment - you might want to put, say, a space of "60" this is picas, not lines above your chapter head and 10 or 12 below it. Here, you can be a bit more creative with fonts. A fancy font is fine for a chapter heading, providing it is appropriate to your text e. Avoid script fonts with lots of swirls and curls. You may also want to set the words "Chapter X" in a smaller, plainer font above the chapter title, or incorporate the number into the chapter title itself e. These are simply some of the most common; there are more attractive non-serif fonts, such as Myriad Pro. As with your chapter heading, use the style menu to establish a bit of space both above and below your subheads. Spacing established through the paragraph menu only applies if your subhead actually has text above it - so if the subhead appears at the top of a page, that extra space will disappear as it should. Subheads and chapter headings should be left-justified rather than full-justified. Typically, subheads should be no more than 16 points in size, but you may need to go larger if you have several layers of subheads; you can also use italics and even underlining to set off sub-sub-heads. If you want to generate a table of contents automatically, designate your chapter titles as "Heading 1" in Word again, you can go into the Styles menu to select the font, style, etc. Make sure that nothing else is set in this style! If you use subheads in your text, they can be designated as "Heading 2" -- which will enable you to include them in your table of contents if you wish. You can actually specify as many headings as you wish to be added to a table of contents, but it starts to look pretty cluttered if you use more than two. Some books always start a new chapter on the right-hand page, even if this means leaving a blank page. A final touch you may wish to add is to begin each chapter with a "drop cap. Just go to the "Insert" menu and select "Drop Cap. Headers, Footers and Page Numbers The easiest way to number pages is to insert the page number in a footer at the bottom of every page. Insert only the page number I recently received a book that actually said "Page 1, Page 2, Page Just go to the "Insert" menu and select "Page Number," then choose the option of inserting it, centered, at the bottom of each page. Use font and format commands to format it to the desired font and size. However, most books have a "running header" that includes not only the page number, but, typically, the title of the book on one side and the title of the current chapter on the other. Next, go to the "Insert" menu, and at the beginning of the first page on which you wish a header to appear, click "Header. Click "blank" [type text]. Next, go to the first page of your chapter; if you see the words "type text" at the top of the page, delete them. Finally, click the red "close header and footer" button to return to your text and check your headers. Repeat this process for each chapter. When you start a new chapter, click the "Link to Previous" button under the header that you want to change e. This enables you to specify that you do not want to pick up header from the previous chapter on that page. Illustrations If your book includes illustrations, the easiest way to handle this in Word is to set up a blank page for every illustration or photo. You can include more than one illustration per page. This is much easier than trying to embed illustrations within your text. Just insert a page break before and after the "illustration" page, then import the image from an image-processing program, and type in your caption if any , and any necessary photo credits. You can process your illustrations in another program, convert them to individual PDF files, then replace the blank pages in your Word document after you have converted that to PDF. Just make sure your image pages are the same size as the rest of your document. Front Matter Front matter includes your title page, copyright page, table of contents, and optional pages such as a dedication or acknowledgement, a list of figures or illustrations, etc. These pages should not be numbered, so they must be in a separate section that has no header or footer. The copyright page appears on the reverse of the title page. Instead, include a basic copyright statement, such as: No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior permission of the author.

### 9: How to Format a Book: 7 Money-Sucking Book Format Mistakes to Avoid

*Popular Diary Format Books (showing of ) Elizabeth I: Red Rose of the House of Tudor, England, (Royal Diaries #1) by Kathryn Lasky.*

Proper format is just going to get you in the door. Specific requests for font, spacing, margins, etc. I write fiction, and my experience is with U. The guidelines below are based on my experience and research and are to the best of my knowledge current and correct--as with any other advice, take it or leave it as you see fit. Okay, here we go: Formatting Guidelines First Things that go without saying: Before submitting your work it should be complete and utterly polished, with the bare minimum of typos, misspellings, and grammatical errors. Proof your text carefully and if possible get other people to help, as they will frequently find things you miss. In the absence of stated font guidelines, either is fine I like Times New Roman myself. Nothing fancy, and no sans-serif fonts like Arial. And use good-quality white paper. Margins, spacing, indentation Spacing: One space after punctuation. Back in the days of the typewriter, the norm was two spaces between sentences, and many of us learned to type following that rule. Then hit Replace All. But of all the things that your manuscript might be rejected for, the number of spaces between sentences is probably among the least-likely. Do not insert an extra line between paragraphs. The first line of each paragraph should be indented by half an inch 0. In Word, do this either by using the ruler bar at the top of the page, or by setting First line by 0. Do NOT use Tab or spaces to indent--this will be invisible on the page, but will drive your typesetter crazy. First page, headers, subsequent text First page of manuscript: Put your name and contact info in the upper left of the page; genre and word count in the upper right both single-spaced. I think it looks better. All of these should be centered on the page. By now, you should have switched over to double-spacing. Do not justify the right-hand side of your manuscript--only the left. Begin the header on the second page of your manuscript. I use all caps for the title and regular for my last name. If your title is long, just use one or two identifying words from the title instead of the whole thing. Begin page numbers on the second page, as well. Second and subsequent chapters: If you use them for anything else, the typesetter will have to change them all by hand. More, more, more Italics: Indicate words that should be italicized in your text by putting them in italics. Yes, the standard used to be to underline text that you wanted to go into italics, but my typesetter acquaintances say that italics are the new underline. I recently judged a contest where some entries had both italicized and underlined text--even on the same page--and I marked them down for it. Should there or should there not be spaces around em-dashes? They do use spaces in the U. How to make your typesetter love you: To do this, select text, go into Format, Font, and check the box for Small caps. Again, this is not something that will make or break your submission, but if it will make someone happy down the line, why not? What document format should you use for electronic submission? In the publishing industry, MS Word is the norm, so. However, for ease of transmission and because virtually any word-processing program can open them, you should probably use Rich Text Format. Should you type "The End" at the end of your manuscript? I do, as a courtesy to the reader--it lets them know the manuscript is intact, with no pages missing from the end. Dammit, I do my research. All my advice is based upon: Google is your friend. Anything I got wrong is my own fault, and none of theirs.

A text-book of zoology Dapim: Studies on the Shoah (American University Studies : Series IX : History, Vol 73) The lakes of Pontchartrain Techniques for the classification and prediction of corporate financial distress and their applications Southern latitudes Drugs, society, and criminal justice Complete Dentures (Masson monographs in dentistry) Ideo method cards 6. The mother color National security and international stability Fields and Rings (Chicago Lectures in Mathematics) Main Street and Wall Street. The agenda of the true republicans Harry Evans Preface: Learning longer-term leadership from creation Believing you can . . . because god says you can Film and forecasting the nation Perspectives on Language and Thought From the Athenian tetradrachm to the euro War and the novel : from World War II to Vietnam German Cancer Therapies Plantation agriculture and social control in northern Peru, 1875-1933 Audi a4 b8 mmi manual Avast Man [Unabridged [Audiobook] Darlene N. Finocchiaro Dalice L. Hertzberg Deidre F. Jackson Lap-Band for Life Hypnotism And How To Guard Against Its Exploring creation with zoology 3 Marketing the Messiah Control of endemic goitre Venture Capital in Europe (Quantitative Finance) Bensonhurst and a murder attempt What it would be like if women win Gloria Steinem Darkness and devils Decree of Council of Trent quoted 66 Subject and predicate lesson plan Hometown Potluck Favorites The Tumult of Inner Voices or What Is the Meaning of the Word I? (Grace A. Tanner Lecture in Human Values The Best of Django Reinhardt Language diversity in the classroom Deborah A. Byrnes and Diana Cortez Special characters symbols list