

How Should I Format My Manuscript Submission?

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When formatting your manuscript submission, it's important to follow the guidelines provided by the publisher you are submitting to. However, here are some general formatting tips that are commonly expected:

1. **Font and Size:** Use a standard, easy-to-read font such as Times New Roman or Arial. The recommended font size is usually 12 points.
2. **Margins:** Set your margins to 1 inch on all sides of the page.
3. **Line Spacing:** Use double spacing throughout the manuscript, including the body text, dialogue, and any excerpts or quotes.
4. **Indentation:** Indent the first line of each paragraph by 0.5 inches or use the "Tab" key. Avoid using extra spaces between paragraphs.
5. **Page Numbers:** Include page numbers in the header or footer of each page, usually in the top right corner.
6. **Title Page:** Create a separate title page that includes the title of your manuscript, your name, contact information, and word count. Some publishers may also request additional information, like your address or email.
7. **Header:** Include a header on each page (excluding the title page) that includes your last name, a shortened version of the manuscript title, and the page number.
8. **Chapters and Sections:** Clearly indicate chapter breaks or sections with centred or bolded chapter titles or section headings.
9. **Formatting Elements:** Use italics for emphasis or book titles and avoid using underlining or bolding unless necessary.
10. **File Format:** Save your manuscript as a Microsoft Word (.doc or .docx) or PDF file, as these are the most commonly accepted formats.