

How Should I Format My Manuscript Submission?

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.