

Author's Full Legal Name (or Agent's Name)

Word Count: 000,000

Address Line 1

Address Line 2

Phone Number

Email Address

NOVEL TITLE

Pen Name or Author Name

Category

Genre

CHAPTER ONE

Subtitle or POV Character

In the first paragraph of a novel manuscript, there should be no indentation. However, the following paragraphs should begin with 0.5 indentation. Word processor settings can automate this formatting for you. Times New Roman font set at 12-pt. should be used and line spacing should be double-spaced or 2.0.

Each new paragraph following the first should contain 0.5 indentation. Do not press “enter” or “return” and add an extra line of space between paragraphs. This is not standard practice so avoid doing this.

“How do you format dialogue for a novel manuscript?” you might ask. I do have a guide on dialogue formatting and best practices on my blog, but the general rule is to start a new paragraph every time you change the speaker and to indent each new line.

“Like this?” you ask.

“Yes, just like that.” I reply.

And just like that, you learned how to format a manuscript.

For a new scene or chapter, do not hit the tab, enter, or return keys to do this. Instead, go to Insert > Page Break and select that option. Once you’ve correctly added the Page Break, hit

the enter key so that you're about a third of the way down the page, and enter the chapter number in ALL CAPS with center alignment:

CHAPTER ONE (or CHAPTER 1)

If your chapter has a subtitle — which might be the chapter title itself, or the name of the POV character — enter that directly below:

CHAPTER FOUR

The Woman With The Dark Mark

If you wish to indicate that there is a significant time gap between chapters, then enter that two lines *above* the chapter heading, in italics. For example:

Three years later

CHAPTER 10

The Woman With The Dark Mark

THE END