Full Legal Name Word Count: xxxx

Address Line 1

Address Line 2

Phone Number

Email Address

TITLE

SUBTITLE (if there is one)

Pen Name or Author Name

Category (Adult/ Young Adult / Middle Grade/ etc.)

Genre (Fantasy/ Mystery/ Fiction/ Non-Fiction/ etc.)

CHAPTER ONE

Subtitle or POV Character

When formatting a manuscript for editorial review, it's important to keep in mind that the appearance of your work can have a significant impact on its reception. Unless otherwise stated in the submission guideline use Letter Size (8.5” x 11”) format or A4 (210 x 297). Set one-inch margins on all four sides. Use Times New Roman size 12 font. In the top left-hand corner of the title page list your full legal name, address, phone number and email address. In the top right-hand corner list, your word count. In the center of the page, write the book title in ALL CAPS. Two line below this, write your author name. Center at the bottom of the page, list the category and the genre of the book. Category usually refers to the age group of the intended reader.

When you start a new chapter, begin it on a new page insert a page break. Enter the Chapter number in ALL CAPS with center alignment. Each page should have a header with your surname, the book title, and the page number in ALL CAPS. The line should be double-spaced, and there should be no extra line breaks between paragraphs. Each new paragraph should start with an indentation. Exception would be the start of a new chapter or scene.

Chapter breaks are often used to indicate a time dash or a switch of POV characters. End each chapter using a chapter break indicated by a hash/pound sign # or three spaced asterisks \*\*\*

#

CHAPTER TWO

It's important to properly conclude your manuscript to provide a sense of closure to readers. One way to do this is to simply end the manuscript with the word "End" centered on a new line. This is a traditional way of signaling the conclusion of a story and can help provide a satisfying sense of finality to readers. However, it's important to note that this approach may not be appropriate for all types of writing.

The End