

Basic Formatting

Margins: 1-inch margins all around

Indents: Indent new paragraphs a half inch (0.5") in Microsoft Word. Do NOT use Tab or spaces to indent.

Font: Times New Roman, size 12. Do NOT use sans-serif fonts like Arial.

Spacing: 1.5 spacing between lines, or double spacing. Use only ONE space after each punctuation mark. Do NOT use an extra line between paragraphs.

Chapter Headings: Should be spelled out and centered. Ex. Chapter One

Scene Breaks: Use 3 asterisks (***), no spacing in between.

POV Break: Use two blank line spaces.

Page Break: Start each chapter on a new page, using Page Break at the end of chapters.

DO NOT:

- Do not Bold or Underline words. Use Italics for emphasis instead.
- Do not double punctuate. Ex. ?!
- Do not justify paragraphs.

**IMPORTANT:

If you are submitting to a publisher, *always* check their website for their specific formatting guidelines.