Manuscript Template

These instructions are to help you use the "Manuscript Template" so your work will be appropriately formatted for a publisher.

Automatic Settings

Automatic settings so you don't have to worry about them:

- The margins are set to "Normal" which is 2.54 cm all the way around.
- The text is set to a preferred Serif Font (Times New Roman in this case), 12 point size.
- The line spacing is set to double.
- The paragraph spacing has no spacing before or after.
- The chapter headings don't use fancy fonts.

Some User Tips

File naming

I like to name my manuscript files using a reverse date, e.g. YYYY MM DD Manuscript name. That way, each time you save a new version, you can be sure that it will sort under the last one.

Header

Double click in the header area and add your name, the year that you are beginning to create this story, and the title (a working title is fine).

Font Formatting

Use the font formatting styles in the Home toolbar (see picture below) to select the correct font style for each part of your manuscript, e.g.:

- Normal New Scene for the first paragraph of each new chapter or scene.
- Normal Indented for every other part of the text.
- Scene Change if you want to add * or ~ or * * * to mark a changing point of view or significant time/location. No blank lines before or after.
- Heading Chapter to add a new chapter number/title.
- Heading Scene, see more notes below.

New Chapter

When you are ready to start a new chapter *do not* hit the Enter key until you're on a new page. Editors have to remove each one of these unnecessary lines.

Instead, have your cursor right under the last line of text, and hit Crtl + Enter (or Command + Enter on a Mac). That will take you straight to a new page.

New chapters usually start 1/3 of the way down the page.

Navigation Pane

This is a nifty little trick to make navigating around a Word document easier.

In addition to the Heading Chapter, I've added a Heading Scene. I use the Heading Scene to give each scene/section/page a heading to help me remember what's in it, e.g. "Best friend goes missing", "First kiss", "Body found", etc.

Then, when I want to find information, I go into the View tab on the toolbar, and tick "Navigation Pane" on.
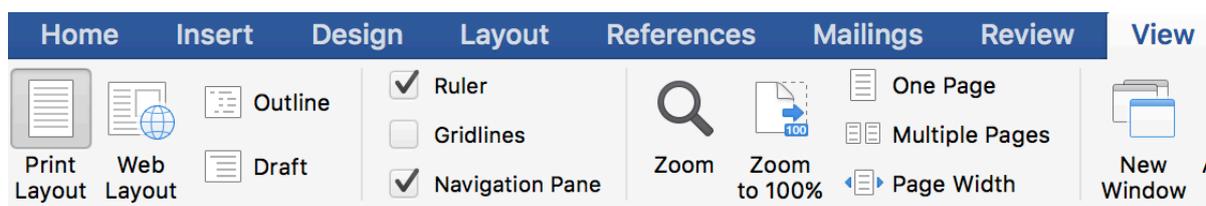
Then I click on the "Document Map" icon so it shows all of the headings in my document.
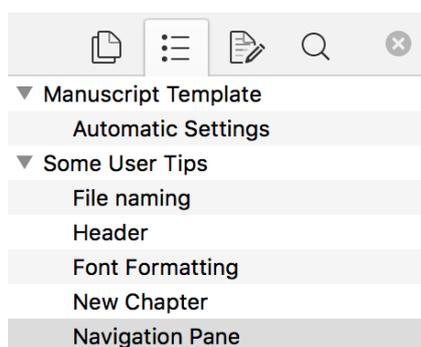
Then I can click on any heading to move quickly around the manuscript.

Just remember to get rid of all these extra headings before sending the manuscript to a publisher.