Comment [AD1]: Create header information, flush right, Times New Roman, 11 pt italic type. Start page number with the first page of the story text, not with the title page.

CHAPTER 1

CHAPTER TITLE

Comment [AD2]: Center chapter number and title, all caps.

Comment [AD3]: Add one extra line of space (double-spaced) between the chapter title and the start of the story text.

Comment [AD4]: Set automatic paragraph indentation for 0.5".

Start story here with a half-inch indentation tab set for the beginning of each paragraph. You can set this automatically in Microsoft Word under Paragraph formatting. That way you don't have to remember to tab or space bar over for each new paragraph.

Set margins for 1.5" top , 1" sides and bottom. Name, title and page number go in header, flush right, 10 pt. italics. Start with page number 1 on the top of the first page of text, not on the title page. You can set this on the "format page number" option on your header dialog box. Be sure the options for an extra space before and after lines is set to 0 pts. in the paragraph formatting dialog box.

Do not put an extra line of space between paragraphs.

All story text is double spaced, with no extra lines between paragraphs. Indent the first line of each paragraph by 0.5". Use Times New Roman font, 12 pt. Do not make chapter titles or anything else in bold, other than on the title page.

Some formatting instructions call for a 1" top margin, but I find that squeezes the text up against the header too tightly, and it looks better with the extra half-inch of space on top.

When you reach the end of a chapter, hit "CTRL+ENTER" to create a page break and jump to a new page. Then click down seven (7) more double-spaced lines and enter the next chapter number and title.

To properly center chapter numbers and titles, as well as scene breaks (***), you will need to type them in and backspace to eliminate the paragraph indent, then highlight and click center.

When you do it properly, it will look like this:

* * *

Then your new scene will start here. If your asterisks look off-centered, like this…

* * *

…that probably means you forgot to remove the half-inch paragraph indentation on the line with the asterisk.

To indicate text in italics, use underlining.

When you reach the end of your manuscript, enter one extra double-spaced line of blank space, then center the word END, and remember to remove the paragraph indentation tab for this line.

END