



Manuscript Formatting

You must adhere to these guidelines for us to better work with your manuscript. They are designed to facilitate reading and copy editing/proofreading as well as make sure the layout process goes smoothly, saving our staff time-and you money-in the long run. Do not attempt to format a design for the manuscript. Design comes in the layout stage; the manuscript is to get all the information together in the correct order.

- Font: 12 point Times New Roman
- Line spacing: 2
- Margins: 1" margins on all four sides
- Indent: indent the first line of each paragraph .25". Do not use "space after" and never indent using the tab key.
- NEVER "double return" (hit the return key twice) between paragraphs.
- NEVER place two spaces after a period.
- NEVER type anything in ALL CAPS. (Type should never be set in ALL CAPS; either indicate it to be bold or identify it as a chapter head or subhead if that be the case)
- DO NOT use more than one space or one tab or one return in a row, and never use spaces or tabs to format a design for your book.
- DO NOT center any text.
- Always use quotation marks ("/") and apostrophes ('), never inch marks (") or foot marks (')
- An ellipsis is made up of three dots—no more. There should never be any spaces surrounding an ellipsis in mid sentence. An ellipsis at the end of a sentence should be immediately followed by a period. The Mac shortcut for an ellipsis is [option + ;].
- There should never be spaces around hyphens (em dashes). Mac shortcut is [option + _]
- Place < > around italicized words: <Chicago Manual of Style>. (Anything you italicize in a word processing program will not translate into a page layout program.)
- Place { } around bold words: {Chapter One}. (Anything you "bold" in a word processing program will not translate into a page layout program.)
- NEVER center anything; all your text should be left aligned (left justified).
- Place a header at the top of each page (.25-inch from top) that includes your last name, the book's title, and a page number.
- DO NOT use multiple returns at the end of a chapter to force text onto a new page; insert a page break instead.
- Be aware that text you set in tables or columns may not translate properly into a page layout program.
- Use [bracketed codes] to indicate a chapter head [chap] or subhead [sub] or other titled section break.
- Use three asterisks (***) to indicate an untitled section break within a chapter.
- Use [bracketed notes] to add directions for the editor/designer/typesetter.
- For poems, add an additional return between stanzas so that it is visible; make a page break after each poem.