# Manuscript Formatting Guidelines

Whether you're submitting your book to an agent, an editor, or a publisher, they will expect the manuscript to be formatted in a certain way. Agents and publishers often have specific guidelines determined by their organization, and if that's the case, follow them. If you'll be working with a freelance editor or a publisher or agent who doesn't give specifics, use these universal guidelines.
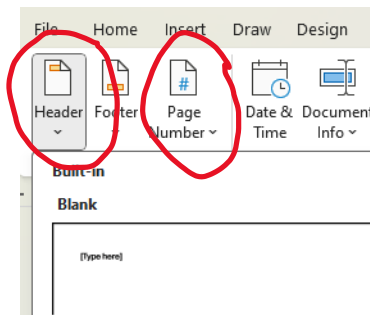
1. Margins should be 1 inch on all four sides (the default setting in MS Word).
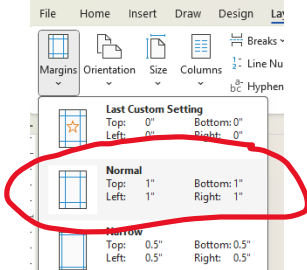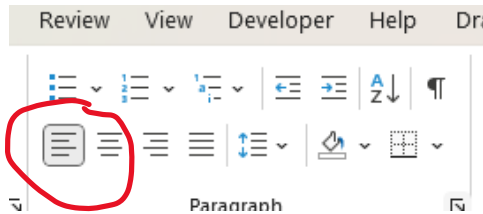

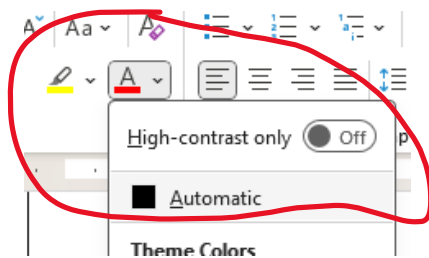2. Use Times New Roman, Arial, or Courier font, 12-point size.
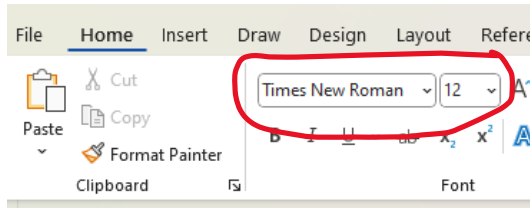
3. Add a header at the top of the page, including your last name, the book's title, and the page number. Double click in the top margin of the page and use the Header and Page Number drop-downs.
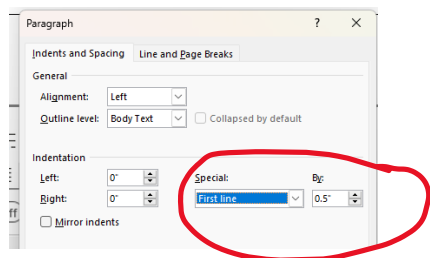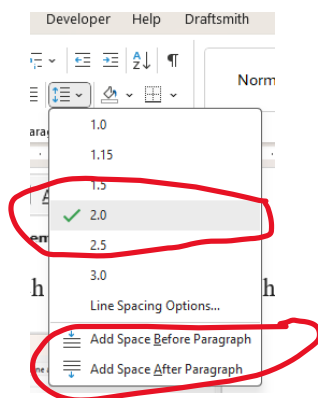
4. Left justify the text.

5. Use black text.

6. Indent each paragraph by 0.5 inch.

7. Double space the text, with no extra space between the paragraphs.

8. Start each chapter on a new page and center the chapter title.
9. Use a centered hash mark (#) or asterisks (***) to indicate a scene break.

10. Use only a single space after periods.