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## Manuscript Formatting Guidelines

Formatting your manuscript to industry standards is essential if you are submitting to a publisher or agent. Editors also require formatting as it makes assessing and editing your manuscript easier, possibly reducing editing costs. The formatting will ultimately also communicate to a typesetter/designer the various aspects of your book once it is ready for design.

Manuscript formatting should be as basic as possible and consistent. Do not type your manuscript into a book design template in the size of the final published book.

The following formatting guidelines are what Wendy & Words prefers in your Microsoft Word document. The settings can be created/adjusted using the *Quick Style Gallery* under the *Home* tab at the top of your document. For guidance from Microsoft on how to use the Quick Styles Gallery, click [here](#):



We can format your manuscript for a fee if you prefer (generally 10% of total editing costs). Please send an enquiry to [wendyandwords@gmail.com](mailto:wendyandwords@gmail.com).

|            |   |
|------------|---|
| File type  | Microsoft® Word file (for manuscript editing)<br>PDF (for final book design proofs only)  |
| Page size  | A4 (Size settings are found under the ' <i>Layout</i> ' tab)  |
| Margins    | 2.5 cm top, bottom and sides (Margin settings are found under the ' <i>Layout</i> ' tab)  |
| Cover page | Cover page should include: <ul style="list-style-type: none"><li>• Author name</li><li>• Book title and subtitle</li><li>• Book genre</li><li>• Submission date</li><li>• Contact details</li></ul> |

|   |   |
|---|---|
| Header  | Insert author name and book title in header.  |
| Page numbers, footer  | <p>Create page numbers by using the automatic numbering function in the footer. Don't insert manually.</p> <ol style="list-style-type: none"> <li>1. Select Insert &gt; Page Number, and then choose 'Bottom of page' and style you want.</li> <li>2. If you don't want a page number to appear on the first (cover) page, select Different First Page.</li> <li>3. If you want numbering to start with 1 on the second page, go to Page Number &gt; Format Page Numbers, and set Start at to 0.</li> <li>4. When you're done, select Close or press Esc.</li> </ol> <p>Click <a href="#">here</a> for Microsoft instructions</p> |
| <p>Main body text:</p> <p><i>Normal</i> in Style Bar</p>                    | <p><b>Times New Roman 12.</b></p> <p>Line spacing 1.5 lines</p> <p>Left alignment. 12pt spaces after paragraph</p> <p>Don't click: 'Add space between paragraphs of the same style'</p>   |
| <p>Chapter heading/title:</p> <p><i>Heading 1</i> in Style Bar</p>          | <p><b>Cambria 22 point</b></p> <p>Centre aligned. <b>Bold. ALL CAPITALS.</b></p> <p>30 vertical pt after</p>  |
| <p>First-level chapter subheading:</p> <p><i>Heading 2</i> in Style Bar</p> | <p><b>Cambria 18 point</b></p> <p>Left aligned. <b>Bold.</b> Lower case, 24 vertical pt before and 12 vertical pt after</p>   |
| <p>Second-level subheading:</p> <p><i>Heading 3</i> in Style Bar</p>        | <p><b>Cambria 15 point</b></p> <p>Left aligned, 12 vertical pt before and 6 vertical pt after.</p>  |
| Line Breaks   | Don't manually insert line/paragraphs breaks after a normal paragraph. Line breaks should only be used to signify a scene or time shift.  |
| End of page:  | Allow text from the bottom of a page to flow onto the next page. Do not insert line spaces at the end of a page to push a new paragraph to start on the next page – even if the next page is to be a new chapter.   |

|                          |   |
|--------------------------|---|
| Start new chapter        | At the end of each chapter insert a NEW PAGE BREAK (Ctrl+Return).   |
| Sentence spacing         | <p>Do not insert 2 spaces between sentences. (To remove double spaces, follow these instructions:</p> <ol style="list-style-type: none"><li>1. Hit CTRL+A <b>to select all the text in the document.</b></li><li>2. Hit CTRL+H <b>to open the Find and Replace window.</b></li><li>3. Type 2 spaces in the Find <b>what field.</b></li><li>4. Type 1 space in the Replace <b>with field.</b></li><li>5. Click Replace All.</li></ol> <p><a href="https://www.laptopmag.com/articles/remove-double-spaces-word">https://www.laptopmag.com/articles/remove-double-spaces-word</a></p> |
| Emphasis                 | To emphasise text, use <b>bold</b> in normal body text. Do not use all capitals or italics for emphasis.  |
| Quotation/dialogue marks | <p>Australian and British: single quotation marks (except in the case of children's books)</p> <p>USA: double quotation marks</p>   |
| Break in text            | To indicate a break in the text that is not a new chapter or titled section, insert 3 hashes (###). These will be removed at the typesetting stage.   |
| Tables                   | If tables are an integral part of your book, please use them, but don't use columns.  |



## WENDY STUART

Quality editing by a professional editor ensures your written message is clear, accurate and professional. Editorial compassion and intuition take the writer/editor relationship and a book project one step further.

Editor, Wendy Stuart, is described by clients as Professional, Precise, Dedicated, Creative, Intuitive and Caring. With Wendy you will feel supported and understood, with your message communicated authentically.

As a freelance editor, since 2010 Wendy has edited over 60 non-fiction print books and eBooks and countless smaller publications (including annual reports, magazine articles, university assignments, blogs, web content). Her clients include non-fiction authors (e.g. mind-body-spirit, business, memoir, health), publishing support companies, government departments and agencies, small-to-medium businesses, non-profits and academics.

Wendy loves working with people, and their words, that aim to make a positive impact on readers and this world.

Based in Brisbane, Australia, Wendy holds a Diploma of Professional Editing and Publishing and is a Professional Member of the Institute of Professional Editors.

## CONTACT

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