BOOK TITLE/SUBTITLE

by

Author first and last name

Category (Adult/Young Adult/Middle-Grade/Early Reader, etc.)

Genre (Cozy Mystery/Modern Romance/Historical Fiction, etc.)

CHAPTER ONE

Subtitle

All chapters should begin on a new page, and the first line in the first paragraph should not be indented. When you set your document up to default to a half-inch indentation, you can simply hit the back space at the start of a new chapter to remove the indentation.

Each paragraph after the first one in a new chapter should start with the half-inch indentation, except when starting a new scene after a scene break. Do not add an extra space between paragraphs.

\*\*\*

The three asterisks centered above indicate a scene break. You may also notice that there is only a single space after periods between sentences.

This template is using 12 point Times New Roman font, with 1-inch margins on all sides and double spacing. The typeface, margins, and spacing all impact a reader’s ability to see the text clearly and make notes or edits as they read.

CHAPTER 2

Subtitle

As noted previously, each new chapter should start on a new page using the page break feature. The chapter number and subtitle, if applicable, should be placed in the center of the page about one-third to one-half of the way down the page.

Be sure to indicate the end of your manuscript by typing the words “THE END” or just “END” centered and two lines below the last line of text. You will want to save your file using your last name, book title, and date to name the file, and save it as both a doc or docx file, and as a PDF file so that you are prepared to provide the file type that is requested.

END