

Formatting Your Manuscript

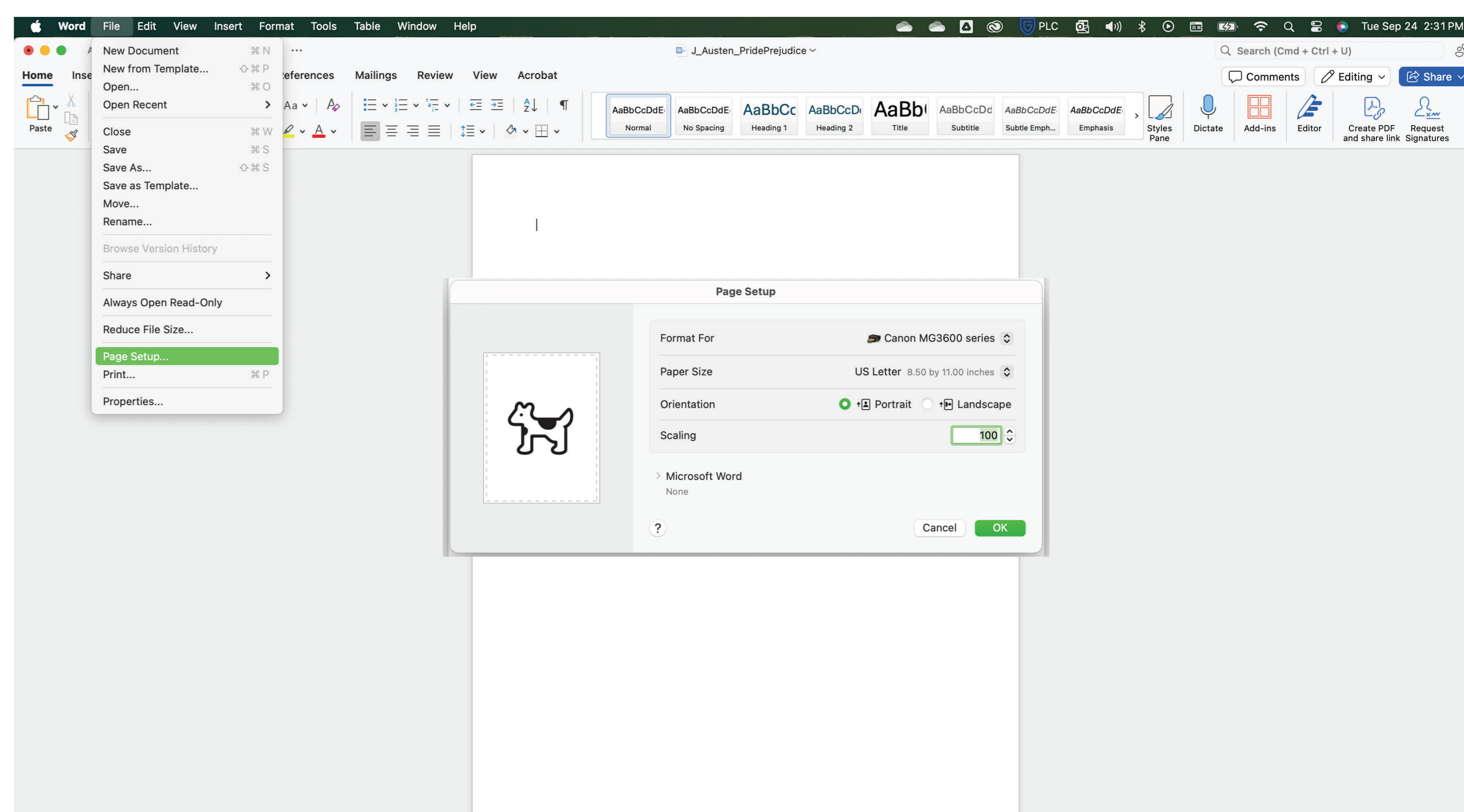
Quick reference guide

Before submitting your manuscript to Mission Point Press, please read this handy guide to format your manuscript for smooth sailing through your publishing journey!

The Manuscript File

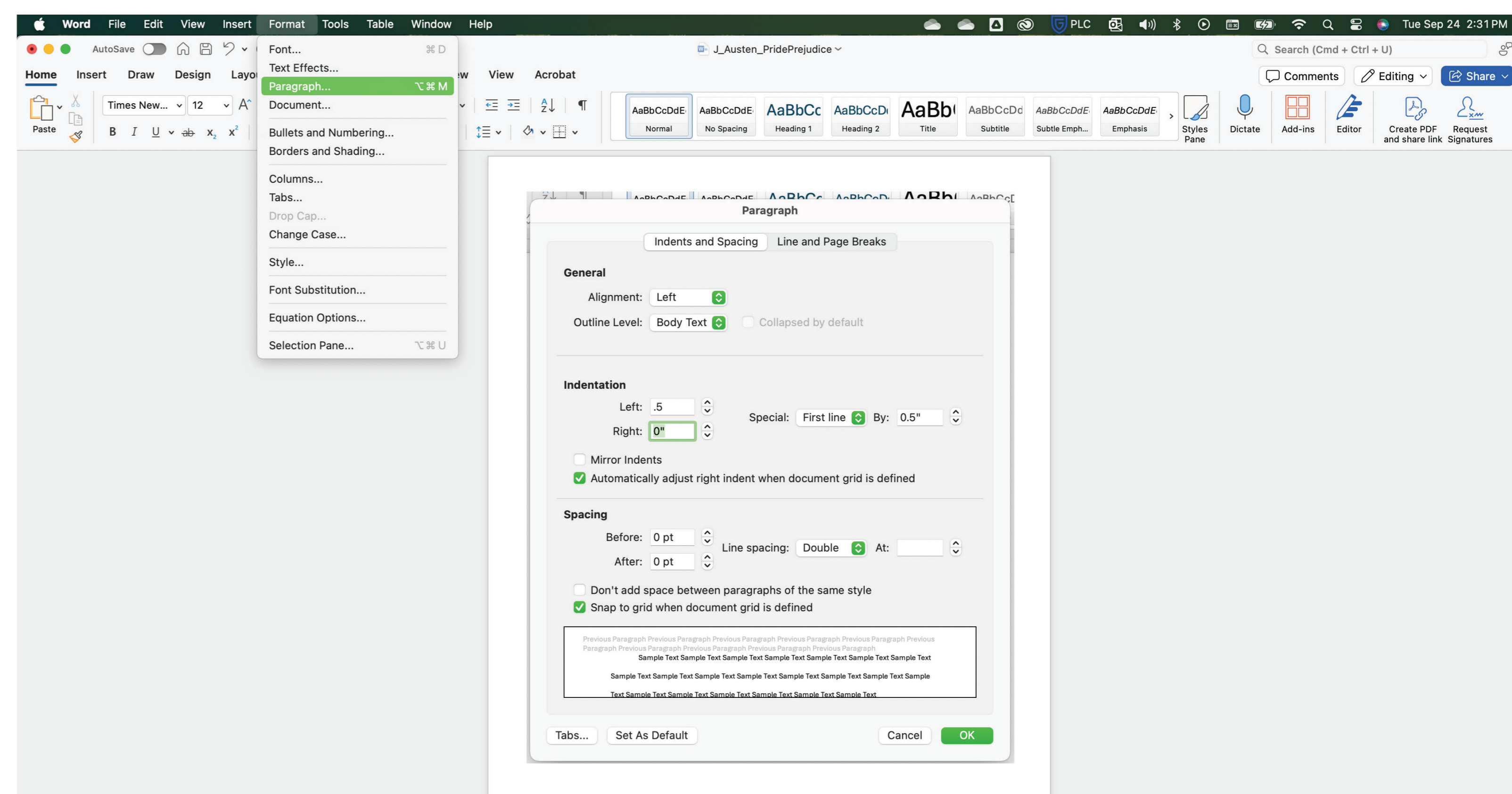
Name your manuscript file in a way that is easy to remember, professional, and distinctive. Ideally, it should include your name (first and/or last) and the book's title (or shortened version). Use underscores instead of spaces to ensure the file name isn't garbled by different systems. Save as a .doc, or .docx.

J_Austen_PridePrejudice



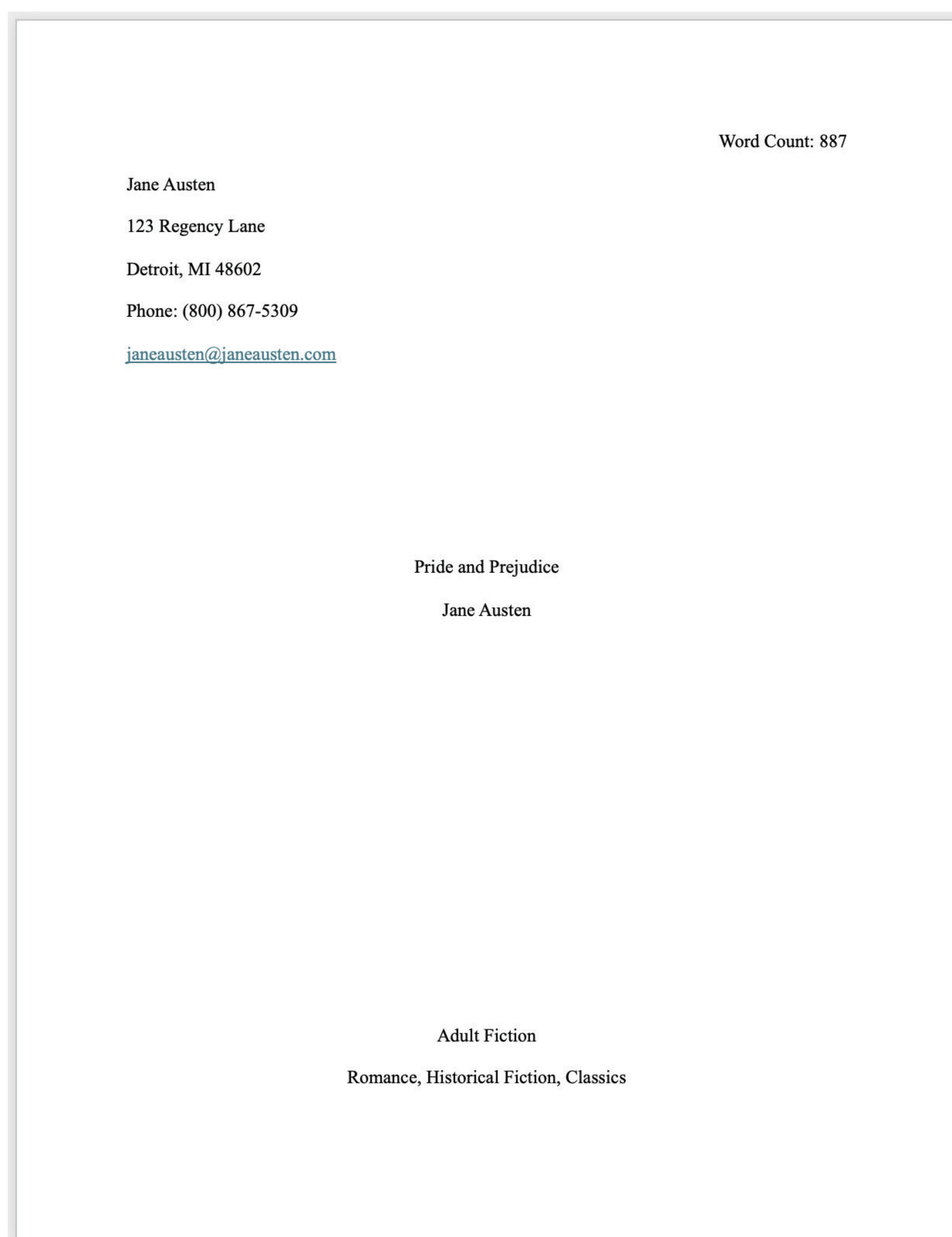
Setting Up Your Document

- Click **File > Page Setup** to access your document's settings.
- Letter Size (8.5" x 11")
- 1" margins on all four sides
- Format > Paragraph and set the line spacing to **double**.
- Under Indentation, set **Left: .5"** and **Special: First Line**.
- Use the font **Times New Roman, size 12-point**, throughout your manuscript.
- Do not use **bold** or ALL CAPS styles.
- Use **TAB** to indent new paragraphs, rather than spaces.
- Use only **one space** after a punctuation mark.
- If your book includes a table of contents, please include it.
- Number all pages.



Setting Up Your Document

- Right-align your text to set a line for your automatic word count.
 - Type "Word Count:", then use the following command to open code brackets:
 - On Windows, press CTRL + F9
 - On Mac, press COMMAND + F9
 - Inside the bracket, type NUMWORDS
 - Right-click on this field, and click "update field." **Make sure to update this field before sending your manuscript!**
- Next line, left align and type in your contact information.
- In the center of the page, type your book title, return two lines, and your name (legal or pen name).
- Centered at the bottom of the page, list the category (Adult, Young Adult, Middle Grade, Children's, etc.) and up to three genres.
- Do not include blank pages, copyright text, etc.



The Rest of the Story

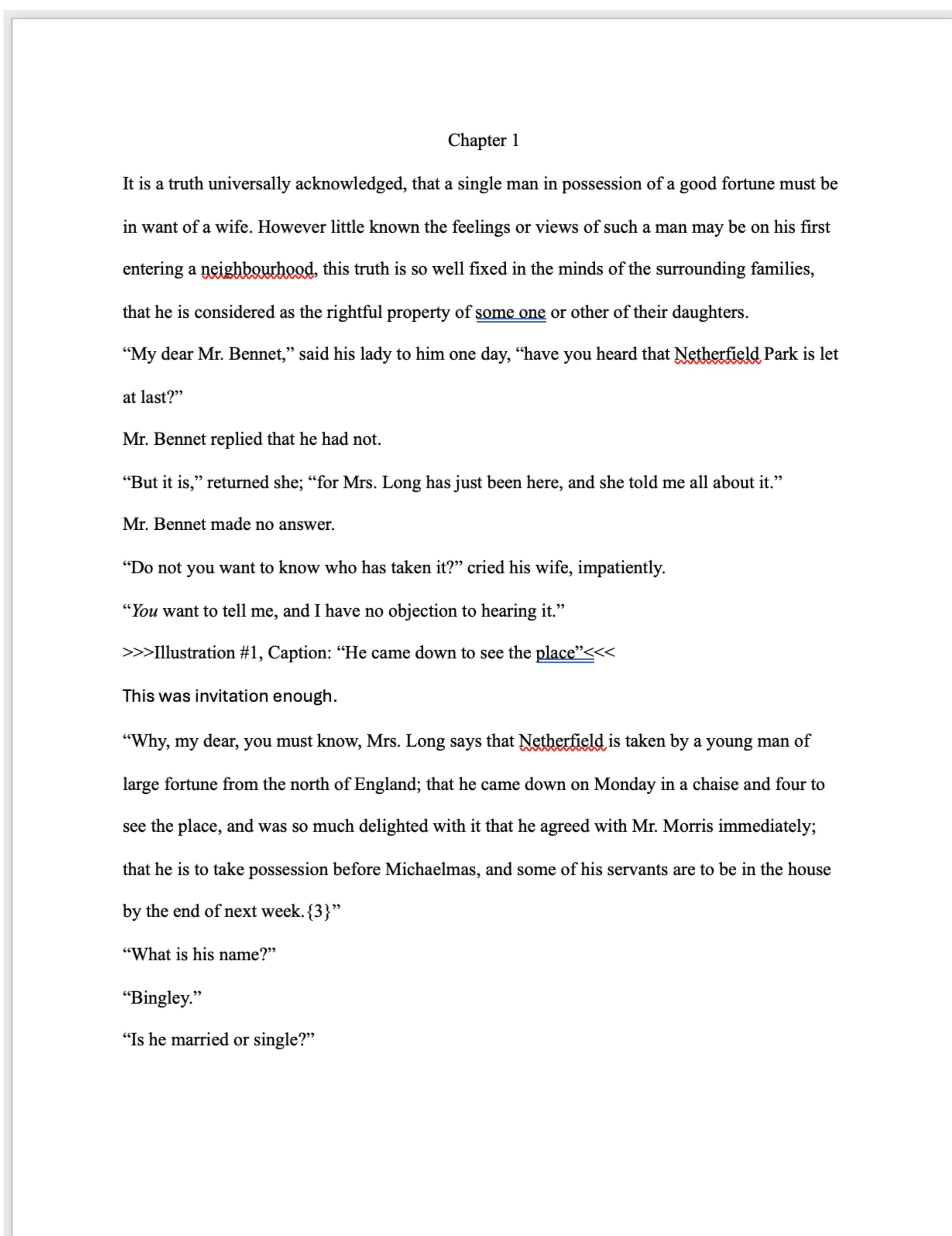
- Insert a page break at the end of every chapter.
- Center align the chapter number and chapter title (if needed)
- To indicate a chapter break (time gap, POV change, etc.) use **three spaced asterisks (* * *)**.
- If your book contains images, photos, illustrations, etc., do not include them in your manuscript. Insert a line as such:

>>>Image #1. Caption: Lorem ipsum dolor est<<<

- If your manuscript contains block quotes, letters, etc., indicate as such above the block quote or letter text:

>>>Quote<<<

- In a separate file, **label your images** in the same format as you label them in your manuscript. The separate file can be sent along with your manuscript either via email, WeTransfer, or upload to services such as DropBox or directly to submission sites.
- Indicate the end of your book by typing **"The End"** on the bottom center of the last page.



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