

## FORMATTING YOUR NOVEL IN WORD: INDIE AUTHOR CHECKLIST

Use this checklist to ensure your manuscript is professionally formatted for print publishing. Tick each item off as you go to prepare your document to industry standards.

### 1. GENERAL MANUSCRIPT SETUP

- Use Times New Roman or Arial, 12-point font.
- Set 1-inch (2.54 cm) margins on all sides.
- Double-space all text.
- Left-align text (avoid full justification).
- Indent first line of each paragraph by 0.5 inches (1.27 cm).
- No extra line breaks between paragraphs unless for scene breaks.

### 2. TITLE PAGE

- Title centred about halfway down the page.
- Author name or pen name beneath the title.
- Contact details in top-left corner.
- Word count (rounded) in top-right corner.
- No header, footer, or page number on the title page.

### 3. PAGE NUMBERS

- Start numbering from the first page of the story (not title page).
- Top-right corner of each page.
- Use Arabic numerals (1, 2, 3...).
- Include page numbers on all pages except title/front matter.

### 4. HEADERS

- Include surname, short title, and page number (e.g., Smith / Lost Map / 23).
- Header in top-right corner, same font and size as body text.
- No headers on title, copyright or blank pages.

### 5. CHAPTERS AND SCENE BREAKS

- Start each chapter on a new page, one-third down.
- Centre chapter titles (e.g., Chapter One or 1).
- Use \*\*\* or similar to mark scene breaks (do not insert page breaks).
- Avoid excessive spacing at chapter starts.

### 6. FINAL SUBMISSION CHECKS

- Save as .doc or .docx format.
- Proofread for formatting consistency and typos.
- Follow any specific submission guidelines from agent or publisher.