

Manuscript format for novels and short stories

How to format the first page of a manuscript

Title, as it should appear on page one

Legal name

Byline, the name on the book

Pronouns

Postal address

Email

Phone

Word count, rounded

Category and genre

Page setup and layout

Paper size

Margins

Font

Line spacing

Alignment

First-line indent

Space between paragraphs

Colour

The running header

What it says

Where it sits

Page one

Numbering

A long title

Chapter openings

Starting a chapter

Chapter number

Chapter title

Space before the text

The first paragraph

Scene breaks and typography

Scene break

Emphasis

Dashes

Ellipses

After the final sentence

What changes for a short story

Title page

Where the story starts

Word count

Rights offered

Header

What changes when you self-publish

Trim size

Line spacing

Margins

Indents

Running header

Fill it in, or keep it in Draftly at joindraftly.com, where each of these becomes a Codex entry that opens beside the chapter the character appears in.