

BASICS BOOTCAMP FOR BEGINNERS
Lesson 3 - Formatting Your Novel - short version
by
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Congratulations! You've made it to Week 3! This version is for those who already know their computer's basic functions. If I tell you to set the margins to one inch, you will know how to do it.

Remember, please feel free to ask questions on any of the previous lessons too! Let's open with prayer.

Lord, we come to you this morning with thanksgiving in our heart. We praise you with all our hearts because you are worthy! You are the great and glorious God above all gods. I think you for each person who's been taking this class. May they have the mind of Christ as they study to show themselves approved. We know you want each to succeed in taking Your message to the masses in the manner in which You've called them. So please give them understanding and comprehension as they push forward toward their goals of writing for you. We give you this week as a testimony of our love for You. Thank you. In Jesus' name. Amen

Here is the next step in the writing process.

I. The book must be formatted in the following manner:

- a. Double-space the entire manuscript
- b. Use 12-point type; Courier, Courier New, Times Roman, or Times New Roman fonts.
- c. Make sure to separate the book into chapters. There can sometimes be several scenes in the same chapter. This will be up to you how to divide it. As a general rule, no chapter should be less than 3 pages, nor longer than 15. Obviously, this is variable, but if you work to keep your chapters within this range, you won't have to worry about what the publishers prefer. What I personally try to do is keep all chapters within 4 pages of my first chapter. That means if my first chapter is 14 pages long, then the rest of the book, I try to not have any chapters shorter than 10 pages or longer than 18 pages. This is my own way of keeping continuity in my chapter lengths. Begin each chapter 1/3 of the way down a new page (this equates to 7 returns on a double spaced setting) and mark them with a large, bold number 1, 2, 3, etc (or write out one, two, three, etc.). Decide if you want to give each chapter a title or not. This is entirely up to you. If you do, write the title in Bold under the number, and make a Table of Contents page - separate from your manuscript.

- d. Make sure that EVERY page has a one-inch margin all the way around, top, bottom and sides.
- e. Set your paragraph format to hanging indent. That means the beginning of each paragraph will be indented 5 spaces. Once the manuscript is double spaced, do NOT have an extra space between the paragraphs. The only thing that will show that a new paragraph has begun will be that the first line will be indented.
- f. The first page (different from the title page or cover sheet) should contain the following information:

1. Top right corner: name on the first line, address on the second, city, province, country on the next, telephone number on the next, e-mail address on the next.

2. Top right corner: Approximate number of words on the top line. Round this to the nearest 1,000. If your book is 81,432 words, say Approximately 81,000 words. Then on the line underneath that, identify the category your book fits into, called genre. This means whether it is historical romance, women's fiction, contemporary romance, etc.

3. Then space down until you are about a third of the way down the page and put the NAME OF THE BOOK IN ALL CAPITAL LETTERS (center it on the page). On the line under that in small letters write: by: and on the next line under than, put your name you want to use. All three of these lines should be centered on the page.

4. After the by-line, space down two double spaces or four single spaces and put a large #1 in the center (or write ONE to denote your chapter). Then one double space below that, begin the book.

- g. All subsequent pages need to be numbered in the following way:

1. Left top corner: Your last name/Book name - Chapter number

2. Right top corner: Page number

3. My book pages look like this:

Marie/She Belongs To The Mountains - Chapter 2 21

Do this using the header feature under "View". If you have never used this feature before, either used the help feature or email me for directions.

Do not begin numbering the pages of each chapter with "one", but keep the numbers consecutive through the end of the book. (I.e. 1 - 310) Note: the first page is not to be numbered (do this by checking "Different first page" on the page setup under "File".)

- h. At the end of the book, space down three spaces and write THE END.

II. Create a cover page

- a. In the Upper left corner of the page, put the following, each on a separate line:
 1. Your Name
 2. Street Address
 3. City, Province, Code, Country
 4. Phone number, e-mail address
- b. In the upper right corner put the word count and below that put the genre
- c. Then in ALL CAPITALS, center halfway down the page the following:
 1. TITLE
 2. BY
 3. YOUR NAME
- d. Do not page number the cover page

Assignment #3: Format your manuscript according to the above guidelines, regardless of whether you've written two pages or three hundred.

If you haven't begun writing yet, type anything like the first two paragraphs of an article in the newspaper and practice these techniques on that page. Or better yet, start writing your book! J

If anyone is interested in seeing a sample first page of a manuscript, please send me your private e-mail address and I'll send one to you in a MS Word attachment file. I tried putting one in the body of this lesson, but it became distorted when I pasted it into the e-mail.

As usual, please feel free to ask questions and make comments on anything discussed so far.

Next week we will discuss writer's helps and how to use the Christian Writer's Market Guide, by Sally Stuart. I will also touch on the elements of a good novel proposal.