Bellastoria Press

Manuscript Formatting Requirements

The format of the manuscript shall be as follows:

1. **Font**: Use a common serif font (such as Times New Roman) in 12 pt. type. Avoid fancy typefaces.

2. **Line spacing**: All material should be double-spaced.

3. **Margins**: Margins of at least one inch on all four sides of copy.

4. **Justification**: Only left-hand margin justification.

5. **Paragraph formatting**: Set first line indent at 0.5" Do not use tabs or space bar to indent paragraphs. If you are unaware of how to format paragraphs in Word, please ask for help. Do not add extra space at the end of paragraphs unless you are starting a new text section (time break, POV shift etc.)

6. **Text Formatting**: Keep text formatting to a minimum; use italics for foreign words and internal monologue. Design requests can be communicated to the designer when the manuscript is submitted for layout.

7. **Chapter Designations**: Be sure to start each chapter on a new page, making it a new section. Choose Insert>Section Break (Next Page). Do not choose Section Break (Continuous).

8. **Word spacing**: Leave only one character space after periods at ends of sentences and after colons; no extra character space after final punctuation at end of paragraph.

9. **Hyphenation**: Turn off automatic hyphenation. The only hyphens that should appear in the manuscript are the hard hyphens in compound words.

10. **Dashes**: For an em dash—one that indicates a break in a sentence like this—use two hyphens with no spaces on either side. Alternatively, use the keyboard commands for M dashes, shift+option+hyphen on a Mac, shift+alt+hyphen on a PC.