

The Title of Your Book
Word Count
Type of Story and/or targeted market

Page 1

CHAPTER ONE

Your first page of each chapter should start in the middle (approximate) of the page. With 14 point Times New Roman on Word, I usually use 4.4” or 4.5” down, since a page is 8½” top to bottom and you want your first page to look proportional. Make sure your header is the same typeface, font, etc. as your manuscript. Following pages of chapter should start at the top of the page. See next page for example.

Last sentence of page should have 1” of white below it.

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Page 2

The following pages start at the top of each page, like this. Allowances for the header are normal, as there is a big header on a contest entry.

Last sentence of page should have 1” of white below it.