

Style Tips for Electronic Manuscripts

1. Original manuscripts should be 1.5 spaced in 12 point Times New Roman.
2. The first line of each paragraph should be indented by .20". Use the paragraph formatting tool, not the tab bar or the spacebar. (For an excellent video lecture on Microsoft Word Essentials for Writers, visit <http://harveystanbrough.com/lecture-series>.)
3. In any long passages that are being read silently (journal or diary entries, letters, etc.) the overall section should be block indented by .40" and the first line of each paragraph should be indented by .20". Remember that the greeting and signature would be all the way to the left (block indented but not first-line indented). Again, use the paragraph formatting tool, not the tab bar.
4. The overall title of the work should be in **bold font attribute** and centered.
5. Any chapter or section titles should be in **bold font attribute** and left-justified with no indent.
6. At the end of a chapter, hit Enter twice and begin the next chapter. Don't use page breaks or otherwise force each chapter to begin on its own page. That's the layout artist's job for print publication, and even then it's not the writer's concern.
7. NOTHING IN THE MANUSCRIPT SHOULD BE IN ALL CAPS (okay, radio or television call signs would be an exception—duh), and nothing should be in **bold font attribute** except titles as indicated above.
8. Don't use drop caps, page or text borders, rules (lines) or any other special layout formatting. Your job as the writer is to make the manuscript easy to read, not more difficult.
9. Use quotation marks only to indicate spoken dialogue. No "air quotes" especially around clichés. If you must use a cliché, why call even more attention to it?
10. Use *italics* to indicate unspoken thought, including anything short that a character is reading silently (brief notes, signs, and so on). You may also use *italics* (sparingly, please) to indicate emphasis. (Most often, emphasis comes from context.)

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