

Manuscript Format Template

Filename: manuscript-format-template-pdf.pdf

text

MANUSCRIPT FORMAT TEMPLATE

Industry Standard for Publishers

TITLE PAGE (Submission Format):

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[Your Autobiography Title]

by

[Your Legal Name]

[Word Count: ##,###]

[Your Contact Information]

[Street Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Literary Agent Information - if applicable]

HEADER FORMAT (All Pages):

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[Last Name] / [Shortened Title] [Page Number]

Right-aligned, 12pt font

Example: SMITH / AUTOBIOGRAPHY 1

MANUSCRIPT BODY FORMAT:

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CHAPTER [Number]

[Chapter Title]

[Text begins here, double-spaced, 12pt Times New Roman.
First paragraph no indent. Subsequent paragraphs: 0.5" indent.]

MANUSCRIPT SPECIFICATIONS:

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- Paper Size: US Letter (8.5" x 11")
- Font: 12pt Times New Roman ONLY
- Spacing: Double throughout
- Margins: 1 inch all sides
- Alignment: Left (ragged right)
- Paragraphs: First line 0.5" indent (no extra space between)
- Scene Breaks: Center # on blank line
- Page Numbers: Top right, starting with first chapter page
- Chapter Starts: One-third down page (approx. 2" from top)

AGENT/PUBLISHER REQUIREMENTS:

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INCLUDE IN SUBMISSION PACKAGE:

- ✓ Query Letter (separate document)
- ✓ Synopsis (1-2 pages)
- ✓ First 3 chapters or 50 pages
- ✓ Full manuscript if requested
- ✓ Author bio (1 paragraph)

WORD COUNT GUIDELINES:

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- Standard Autobiography: 60,000-80,000 words
- Memoir: 70,000-90,000 words
- Commercial Nonfiction: 50,000-70,000 words
- Academic/Short: 25,000-50,000 words

SUBMISSION CHECKLIST:

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- ☐ Manuscript polished and proofread
- ☐ Format matches publisher guidelines
- ☐ Word count within acceptable range
- ☐ Title page includes contact info
- ☐ Header with last name/page number
- ☐ Double-spaced, 12pt Times New Roman

- ☐ Chapters start 1/3 down page
- ☐ No fancy formatting or fonts

