



How to format your manuscript in Microsoft Word®

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Acceptable File Type & Format:

- Manuscripts submitted to Master Press must be in Microsoft Word® format (.doc or .docx).
- **Please save each chapter as a separate file** and zip the files into one file named after the title of the book. (For example, GodIsInControl.zip would contain the files Chapter1.doc, Chapter2.doc, Chapter3.doc, etc.)
- All manuscripts should use the Times New Roman font.
- Master Press cannot guarantee it will perform any special or unusual formatting requests.
- We cannot create an index for the Work, and cannot accommodate footnotes, only end of chapter or end of book endnotes.

Line Spacing:

We suggest that manuscripts be formatted using 1.5 line spacing, however double spacing may be used. Line spacing should always be set using the formatting options within Word and **not by hitting your “enter” key twice**.

To set up line spacing in Word choose:

Format | Paragraph | Indents and Spacing

The image is a screenshot of the Microsoft Word interface. The 'Paragraph' dialog box is open, showing the 'Indents and Spacing' tab. The 'Line spacing' dropdown menu is open, and the '1.5 lines' option is highlighted. Red circles and arrows are used to guide the user: circle 1 points to the 'Format' menu, circle 2 points to the 'Paragraph' option, and circle 3 points to the '1.5 lines' option in the dropdown menu. The background shows a document with text about file types and line spacing.

File Type:
Manuscripts submitted to .docx). Please save each after the title of the book. for Chapter 1, Chapter 2,

Line Spacing:
We suggest that manuscripts may be used. Line spacing Word and not by hitting y
To set up line spacing in V

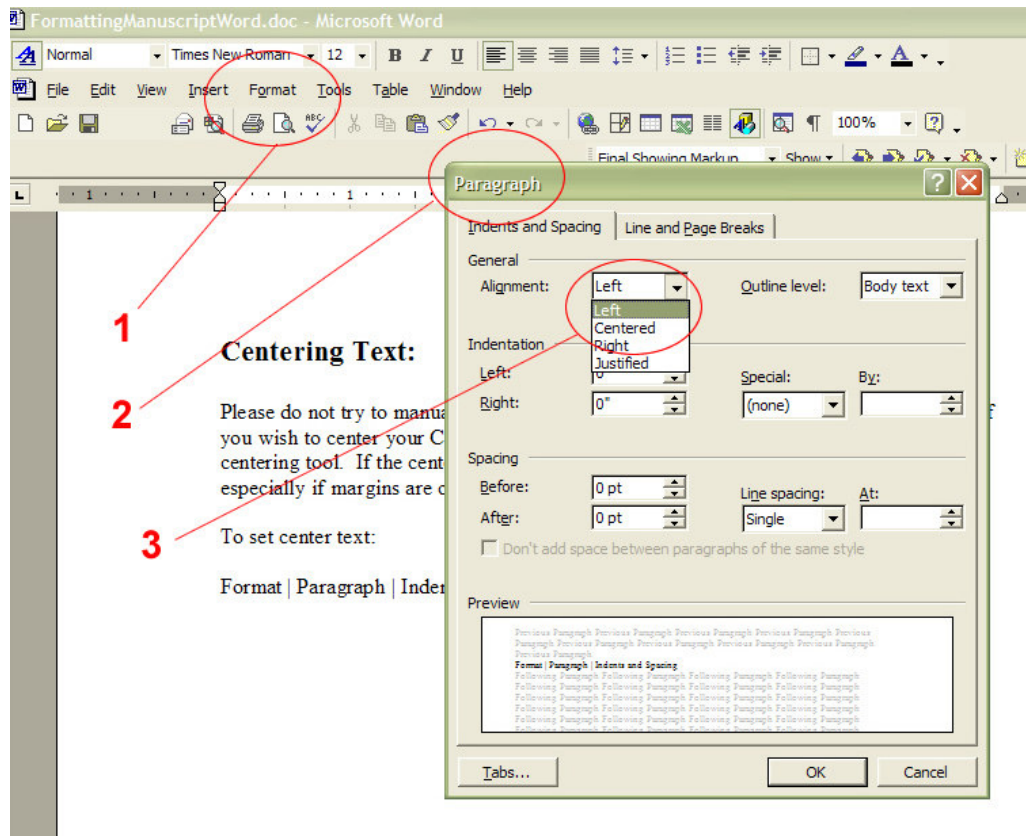
Format | Paragraph | Indents and Spacing

Centering Text:

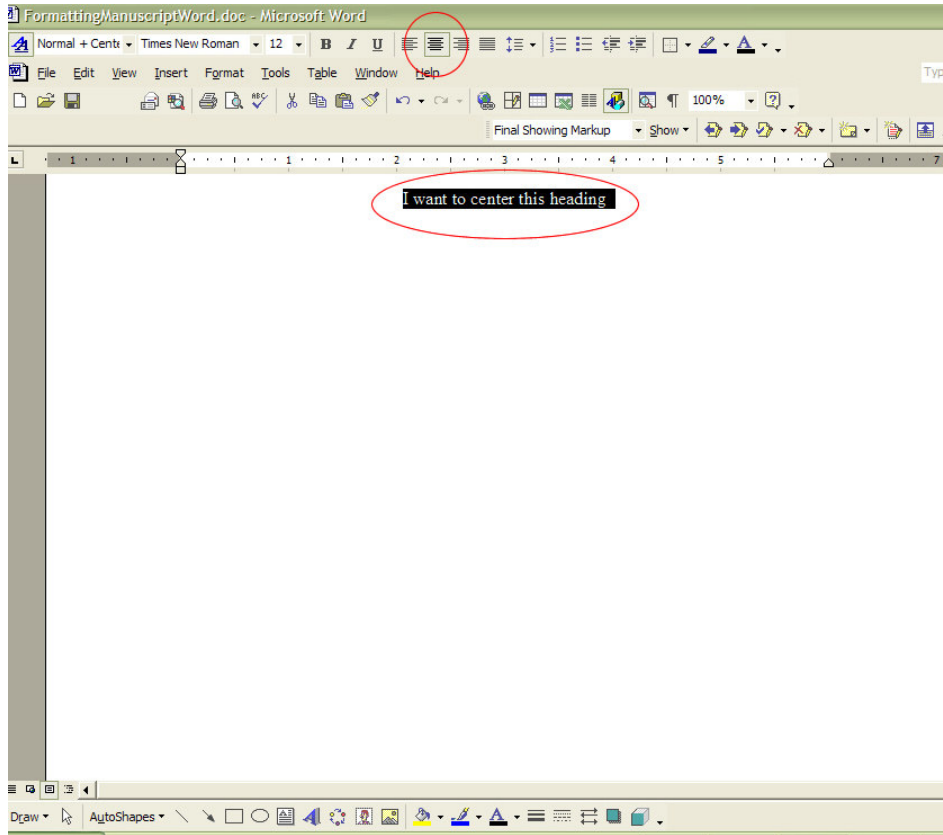
Please do not try to manually center text on a page by using your tab key or space bar. If you wish to center your Chapter headings, they must be centered using the Word centering tool. If the centering tool is not used, spacing will be irregular upon import – especially if margins are changed.

To set center text:

Format | Paragraph | Indents and Spacing |



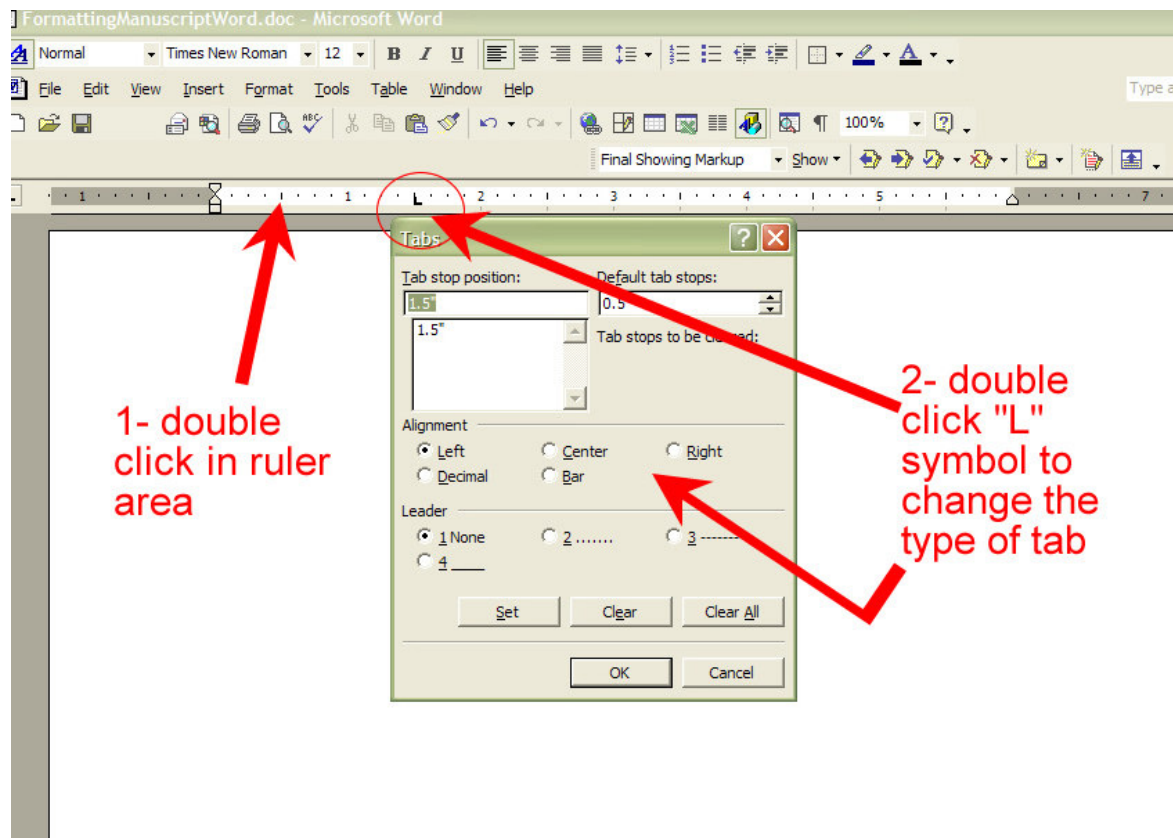
Or you can use the paragraph formatting icon in the Word tool bar. Select the text you want to center, justify, etc., and click the icon.



Indenting Text:

Never attempt to align text for outlines, paragraphs or bulleted items using the space bar. If you use the space bar, text placement will be irregular after importing into our publishing software. Text must be indented using your “tab key” or setting tabs in Word’s toolbar.

Tabs can be set by clicking inside the ruler shown in the toolbar area. A left tab is set by default, but you can change the tab to right, decimal, center, etc., by double clicking the “L” symbol. Tabs can be moved to the left or right by clicking on the tab symbol and dragging them in either direction. Tabs can also be removed by clicking on the tab symbol and dragging the symbol off the ruler.



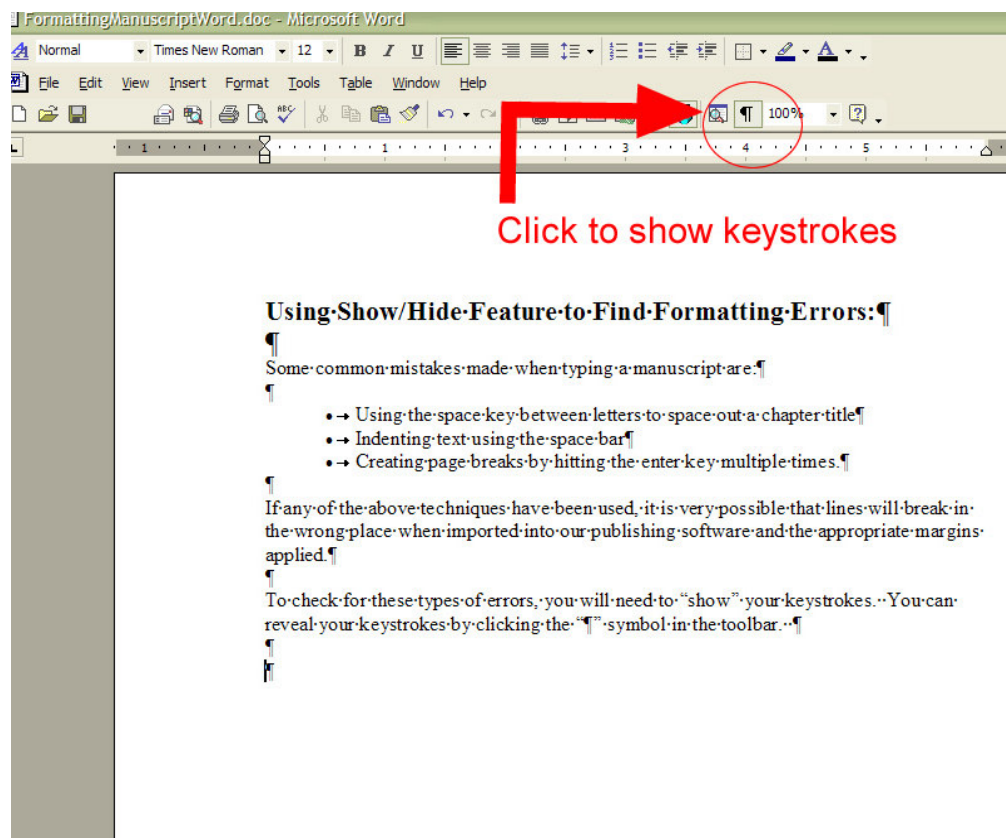
Using Show/Hide Feature to Find Formatting Errors:

Some common mistakes made when typing a manuscript are:

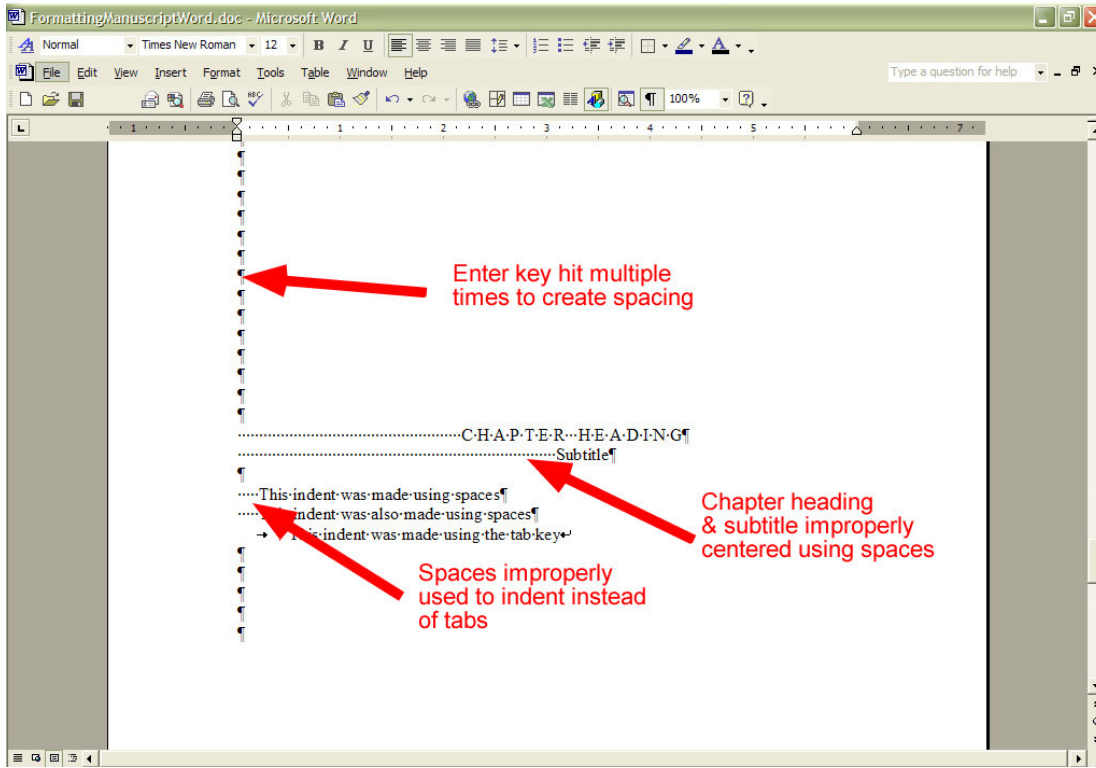
- Using the space key between letters to space out a chapter title
- Indenting text using the space bar
- Creating page breaks by hitting the enter key multiple times.

If any of the above techniques have been used, it is very possible that lines will break in the wrong place when imported into our publishing software and the appropriate margins applied.

To check for these types of errors, you will need to “show” your keystrokes. You can reveal your keystrokes by clicking the “¶” symbol in the toolbar.



The following is an example of copy with formatting errors.



With keystrokes turned out, you can easily find and remove extra spaces that may cause multiple layout issues.

Hyphenation:

You should never manually hyphenate words in your manuscript. When the text is imported into our publishing software margins may change causing text to shift. The result can be that the manually hyphenated word appears on one line with a hyphen mark in the middle of the word.

Example:

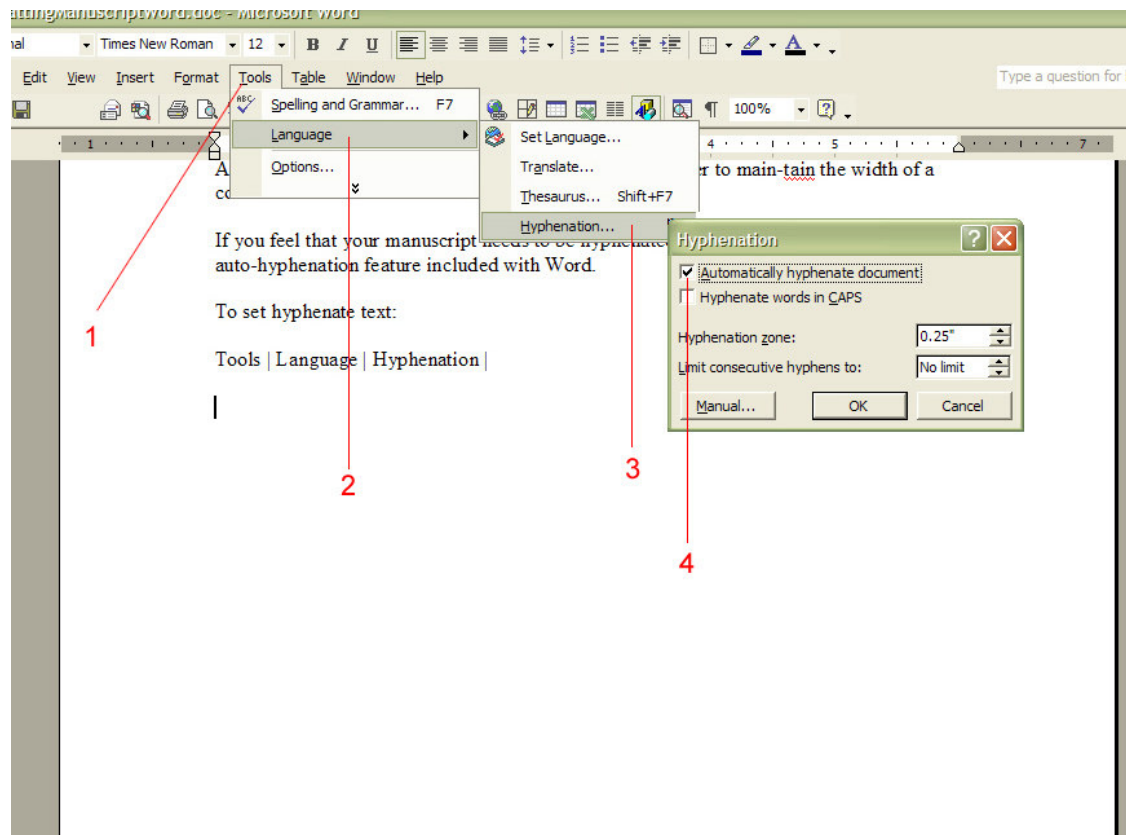
Author has added a manual hyphen to this sentence in order to maintain the width of a column.

After import: Author has added a manual hyphen to this sentence in order to **main-tain** the width of a column.

If you feel that your manuscript needs to be hyphenated, it is essential that you use the auto-hyphenation feature included with Word.

To set automatic hyphenation:

Tools | Language | Hyphenation | Check “Automatically hyphenate document”

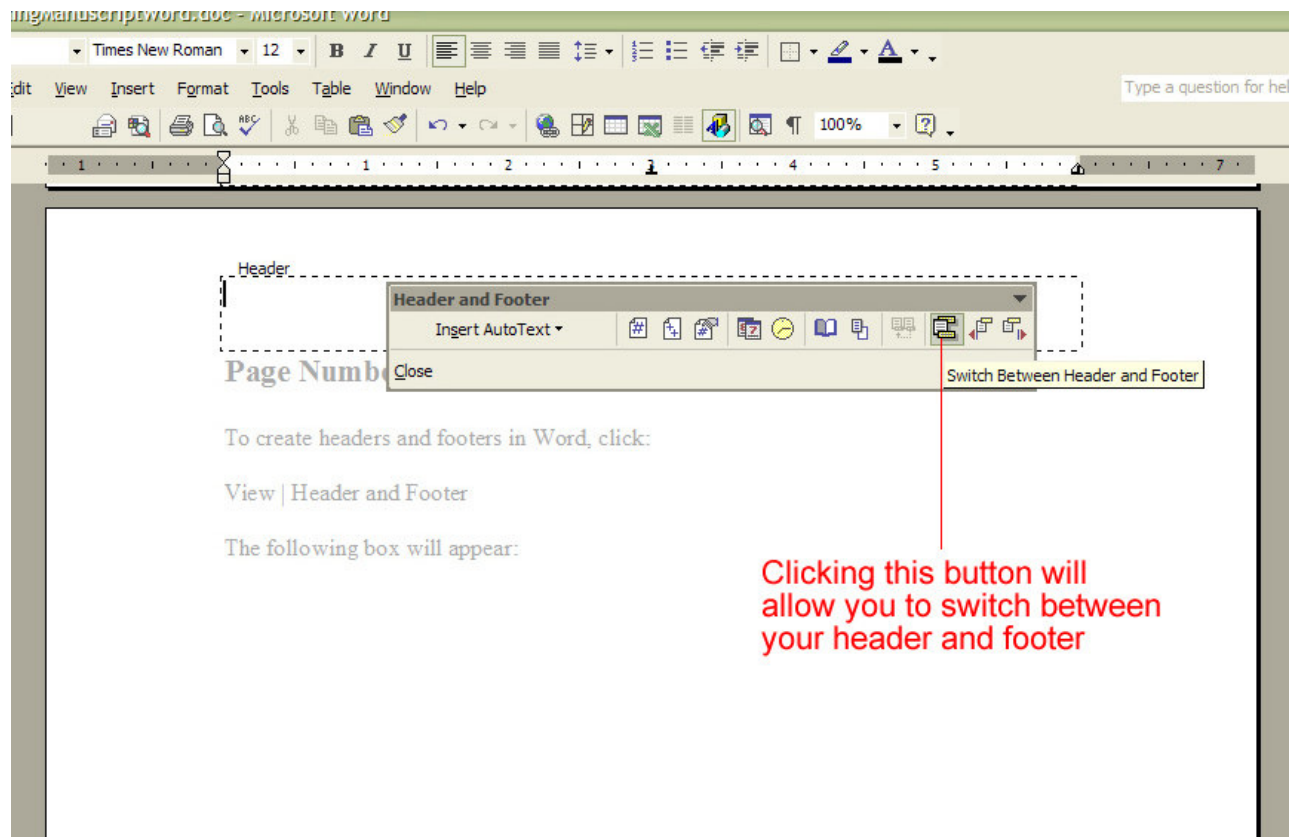


Headers, Footers, and Page Numbering

To create headers and footers in Word, click:

View | Header and Footer

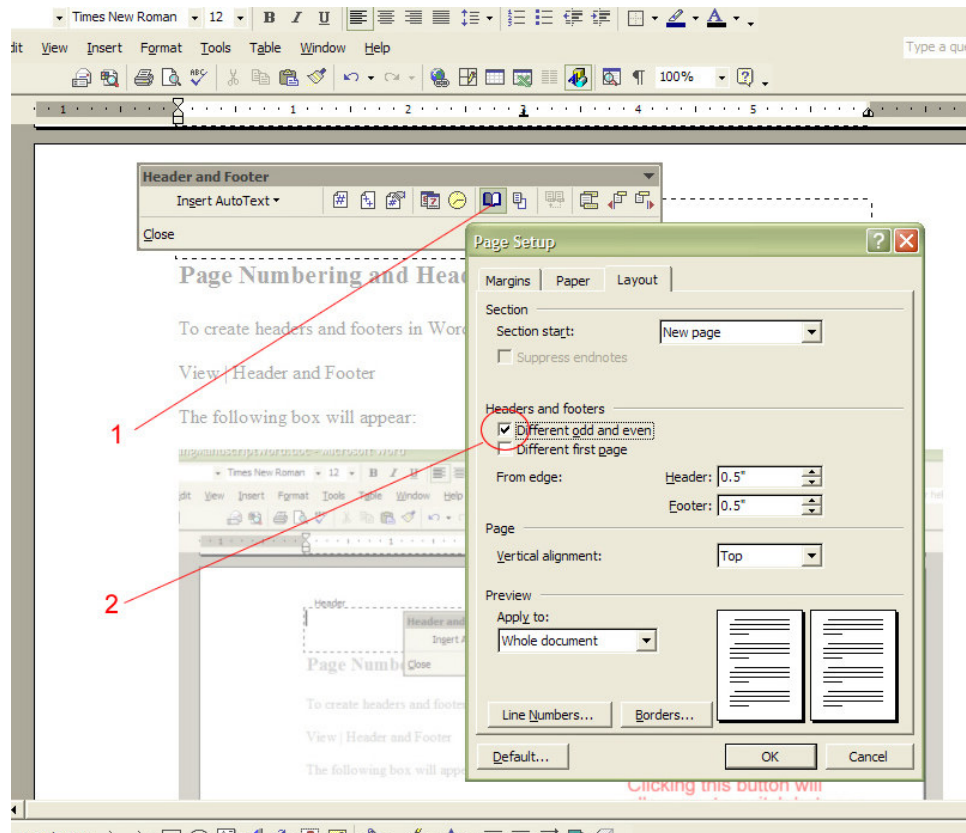
The following box will appear:



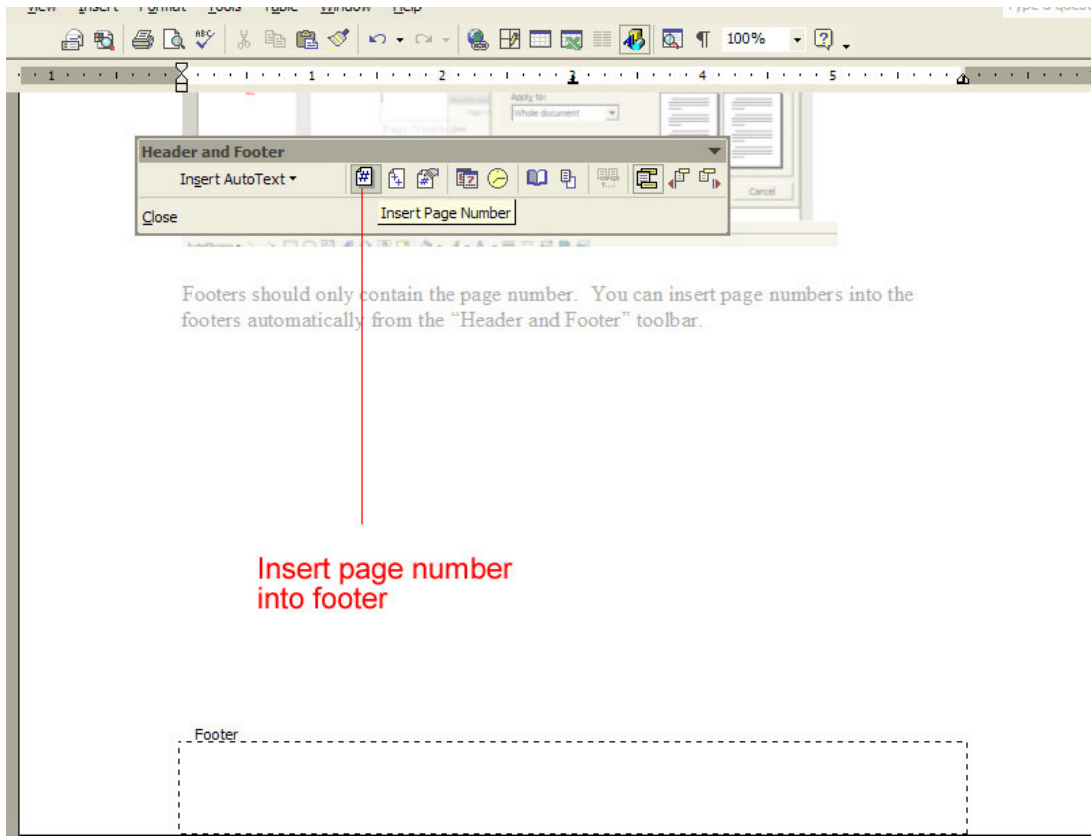
Clicking this button will allow you to switch between your header and footer

Headers should be formatted so that the Book Title is on the left facing pages (even numbered) and the Chapter Title is on the right facing pages (odd numbered).

To set up odd/even headers, from within the Header and Footer toolbar select “page setup” and check “different odd and even”.



Footers should only contain the page number. You can insert page numbers into the footers automatically from the “Header and Footer” toolbar.



Insert page number
into footer

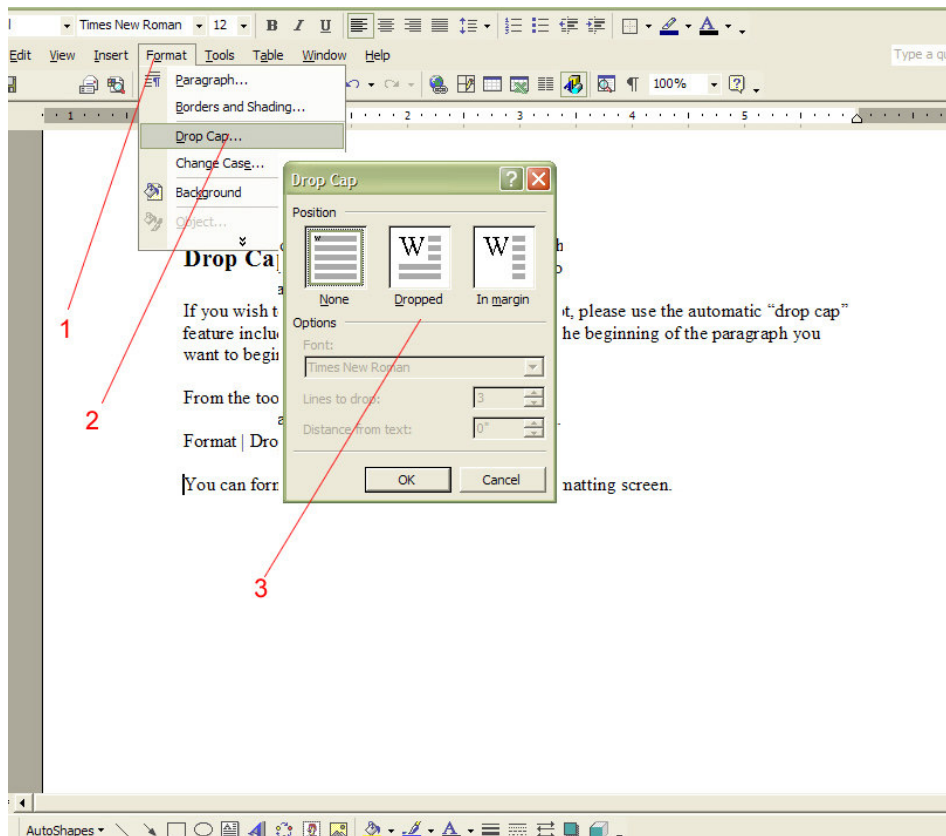
Drop Caps:

If you wish to include drop caps in your manuscript, please use the automatic “drop cap” feature included with Word. Place your cursor at the beginning of the paragraph you want to begin with a drop cap.

From the toolbar, click:

Format | Drop Cap

You can format Drop Caps from the pop-up formatting screen.



Known Problems & Glitches:

One common glitch we have run into occurs when an author uses more than one font in a paragraph.

Form example:

I have started this paragraph using the Apple Garamond font, but somewhere along the line I made edits and by accident am now using Apple Garamond Light. *Note that I am also using italics in this paragraph.*

When mixed fonts are used within a paragraph, the paragraph style is not imported properly into our publishing software. When the correct style is applied after import, all italics will be lost. **Please ensure that only one font is used per paragraph.**