



MANUSCRIPT FORMATTING

- Double-space the entire text.
- Use a standard font, 12-point type. Times New Roman preferred
- Use a 1" margin on all sides
- Use a title page, with TITLE then Your Name under
- Number pages after the title page
- Use a header on each page, including your name and book title.
- Start each new chapter on its own page, one-fourth of the way down the page.
- The chapter number and chapter title should be in all caps, separated by two hyphens: CHAPTER 1—THE BODY.
- Begin the body of the chapter 3 lines below the chapter title.
- Indent five spaces for each new paragraph. (use tab)

TRACK CHANGES

All editors work in Microsoft “Track Changes” to edit manuscripts, so you’ll want to become familiar with it. I’ve provided a link below. Here are the basics to get started – just go in and practice with one of your writings, you will soon get the hang of it!

How to use Track Changes

1. Open Microsoft Word.
2. Choose the Review tab at the top of the document.
3. Either click the **Track Changes** button (PC) or toggle the **Track Changes** switch (Mac).
4. Make sure that you **change** 'Simple Markup' to 'All Markup' from the drop down bar next to **Track Changes**.

Link to Microsoft Tutorial: <https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a>

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