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50,000 words

HOW TO FORMAT A BOOK MANUSCRIPT

A Book by (if nonfiction)

(or) A Novel by (if fiction)

Bobbie Christmas

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CHAPTER ONE

CHAPTER NUMBERS AND TITLES SHOULD BE IN ALL CAPS

The preferred font is 12-point Courier. New chapters begin at least one-third of the way down the page. All margins measure at least one inch.

When typed in standard manuscript format, your manuscript will average about 250 words a page.

Indent paragraphs five spaces, with no extra space between paragraphs, except to denote a scene change or time passage. Space only once after a period or colon, and do not justify type.

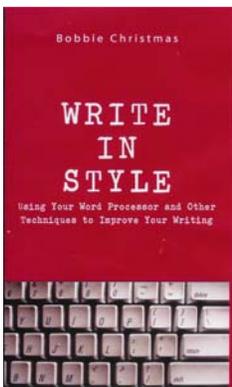
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