



MANUSCRIPT FORMATTING TEMPLATE

(Please replace all sample text with your own content)

TITLE OF THE BOOK

Author Name

Language | Genre

Word Count: _____

AUTHOR DETAILS

Full Name:

Pen Name (*if any*):

Complete Address:

Phone:

Email ID:

Short Bio (*150–200 words*):

MANUSCRIPT FORMATTING GUIDELINES

1. Font: **Times New Roman, 11 pt**
2. Line Spacing: **1.5**
3. Alignment: **Justified**
4. Margins: **1 inch on all sides**
5. Page Numbers: **Bottom center or bottom right**
6. Chapter titles: **Bold, 14 pt**
7. Use clear section breaks
8. Do not use excessive formatting, colors, or special fonts
9. For poetry: **One poem per page** (*preferred*)
10. For academic works: **Use consistent citation style**

SNYNOPSIS OF THE BOOK

Word limit: *500 words*

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1. Chapter One	1
2. Chapter Two	15
3. Chapter Three	30

(Update after final editing)

CHAPTER ONE

Chapter Title Here

Start your chapter text here. This paragraph is a sample to show basic formatting. Use clear, readable language and keep formatting simple. Do not insert page numbers manually. Avoid extra spaces between paragraphs. Indent new paragraphs if you prefer, but keep it consistent throughout the manuscript.

This is another sample paragraph.

Continue your manuscript content here.

For quotations, use quotation marks and keep formatting consistent.

For poetry, start each poem on a new page if possible.

CHAPTER TWO

Chapter Title Here

Start your next chapter here...

CHAPTER THREE

Chapter Title Here

Start your next chapter here...

DECLARATION

I confirm that this manuscript is my original work and has not been published or submitted elsewhere for publication.

All necessary permissions (if applicable) have been obtained.

Author Signature: _____

Date: _____