Tips on Formatting Your Manuscript for Editing.
By Tammy L. Hensel

Editors need double-spaced easy to read text in order to have room for comments and revisions. Below are some tips for preparing your manuscript to send to an editor, agent, or publisher.

1. Make a header with your name, the title of the book, and word count (optional) to show on each manuscript page. Some editors also want your phone number in case they need to call you with a question. Add page numbers either to the header or footer.

2. Use a standard serif 12 point font, such as New Times Roman. Chapter and section headings can be larger. Don't use fancy fonts or color highlighting. If these are needed they will be added in the design stage.

3. Use 1" margins all around.

4. Double-space and indent paragraphs. Don't try to make your manuscript into book format. No single spacing and no columns, unless in charts.

5. Use only one space after a period. Your word processing program automatically adds extra space. So when you type two spaces, you're actually adding more.

6. Use italics or boldface only to emphasize words or write book and magazine titles. Do not italicize or boldface large portions of text or quotes. It makes it harder to read. Most text formatting is done in the design stage, not the writing or editing stage.

7. Don't include images. You may include charts and tables if you want them edited. All graphics will be added at the design stage of your book. They only get in the way during the manuscript stage.

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