

## Chapter 1

This is an example of the way in which you should set out your manuscript. You will notice that I have used a clear font (this one is Arial 12) and the document is double spaced. Each page is numbered. The title of the book and the name of the author is in the header.

There are large margins either side of the script, every page is numbered (I prefer the bottom of the page but it doesn't really matter where they are so long as the pages are numbered), and the beginning of the chapter is part-way down the page. Although there is a hyphenated word in the previous sentence, I check that the computer will not hyphenate words at the end of a line.

New paragraphs should be indented and the same rule applies for speech.

'Don't be tempted to mark the end of a scene as follows,'

.....ooo0x0ooo....

'It looks amateurish.' Only use a gap to denote the passing of time, or a switch to another character's view point. Check you're grammar and speling.

When writing for magazines, the fashion at the moment is to use only one quotation mark for speech.