

# Malone Editorial Services

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## MANUSCRIPT FORMAT GUIDELINES

- Font:** All text should be printed in **New Courier**, ideally, or **Times New Roman**. But no proportionally spaced type.
- Margins:** Adjust margins for a 250-word-text page.  
Do not justify the right-hand margin.
- Line Spacing:** All body-text lines must be **double-spaced**, and appear on **one** side of the page only. Full pages of text should consist of 25 lines, not including the header.
- Word Count:** All word count is based on a 250-word page. This translates into 25 lines per page, roughly ten words per line (not counting conjunctions, etc.).
- Italics:** Underscore all words intended to be printed in Italics. Don't *Italicize* them yourself. Note: this is changing, and may depend upon the specific house.
- Paragraphs:** Indent each paragraph 5 spaces. Do not skip extra lines between paragraphs.
- HEADINGS:**
- Cover Page** Cite your name, address, and phone number in the upper left-hand corner. In the upper right-hand corner, type the estimated word count (# of pages x 250), the category, and the Copyright information. At 1/2 page, center the title of the book with by \_\_\_\_\_ (however you want your pen name to read) beneath it.
- Headers/Footers** Each subsequent page requires either a header or footer. Type your last name/a catchword for the title/the page #.
- Chapter Beginnings** Begin each chapter at 1/3 page.