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Manuscript Formatting Requirements

Before submitting your manuscript for editing, please format your document so it is clean, consistent, and easy to review.

1

Formatting

12-pt font (Georgia, Garamond, or Calibri)

Spacing: 1.35 (or more)

Justification

Standard paragraph indentation or a single consistent spacing

One space after periods (not two)

2

File Type

Accepted files:
.DOCX (Microsoft)
.RTF
Google Doc Link

PDFs are acceptable for critique services **ONLY**

3

Chapter Structure

Each chapter should begin on a new line

Label chapters clearly ("Chapter 1", "Chapter Two", etc.)

No hidden breaks, no inline headers, no mixed styles

Goals

Clean, consistent formatting supports clarity — so the edit focuses on your writing, not correcting spacing issues.

SUBMISSION FILE
Prep Checklist

Checklist:

formatting

- ◯ Updated spacing with 12-pt font
- ◯ Justified alignment
- ◯ Chapters labeled consistently
- ◯ No mixed fonts, styles, or inconsistent spacing

file type

- ◯ Final file saved as .DOCX or .rtf
- ◯ Google Doc linked *(Editor requires access)*
- ◯ PDF *(if ONLY booking Manuscript Critique)*

version control

- ◯ This is the correct draft version I want edited
- ◯ Previous changes/comments have been resolved
- ◯ File is properly named:
  Example: LASTNAME_TITLE_VERSION#.docx

Editor Recommendations

Before you send your manuscript in, make sure it is in its final reading order.

A light self-edit pass to remove obvious typos or repetition is encouraged.

If you'd like to provide added clarity, you mayalso include a brief 3-6 sentence summary of your protagonist and core conflict. This gives me helpful context before I begin.