Author Name (if different from Pen Name)

Street Address

City State Zip (Country)

Phone

Email

# words

TITLE

by

Pen Name

PART I

TITLE

Chapter One

This is Page 1 of Section 1 (PART I), thus a new section after title page. “Smart quotes” or "straight quotes" are ok -- just be consistent.

Note: double-line spacing is not as aesthetic or accurate as 24-point line spacing (FORMAT > PARAGRAPH > LINE SPACING).

#

**Bold** should not be used. Italics indicate 1st-person thoughts. Emphasize a word by underlining (but *italics* are best for self-publishing). “NOW I AM SHOUTING!”

Single spaces between sentences are recommended. But it is also okay to use two. Just be consistent throughout. :)

Place page/section breaks at the end of the last line of chapters to avoid a blank page between some chapters/sections.

Chapter Two

Notice that the “style” in Word is “Normal” for all text except for the body, which is “Body Text.”

Type type type type type type type type type type type type type type type type type type type type type type type.

Type type type type type type type type type type type type type type type type type type type type type type type.

Type type type type type type type type type type type type type type type type type type type type type type type. Type type type type type type type type type type type type type type type type type type type type type type type.

#

The “style” for # sections within chapters is called “Section” in this template to keep the spacing consistent.

PART II

TITLE

Chapter One

Notice the new secction number (PART II) but the continuation of page numbers. Using this template, there is no hassle with the section/page numbering that is confusing for most Word users.

Type type type type type type type type type type type type type type type type type type type type type type type.

#

Type type type type type type type type type type type type type type type type type type type type type type type.

Type type type type type type type type type type type type type type type type type type type type type type type.

Last Chapter

Type type type type type type type type type type type type type type type type type type type type type type type.

Type type type type type type type type type.

#

Type type type type type type type type type type type type type type type type type type type type type type type.

Type type type type type type type type type type type.

#

When the book is finished, either type THE END four lines down or use # symbols...

# # # # #