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Page Design Templates for MS Word and PDF Files

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August 2005

# A Template for Book and Article Manuscripts

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If you are submitting your document to a publisher, then this template/format is recommended.

It generates traditional manuscript-style pages for books or scholarly journal articles. The blank file and template both include design and typographic settings to accommodate common text elements: headings, subtitles, extracts, etc. The font is Courier New, 12-point, set on a 24-point line. All type is the same size. The design is "left aligned"—all titles, subtitles, headings, etc. are lined up on the left margin. Text paragraphs, titles, headings, references, and endnotes are not justified. A single blank line (12 points) is added between paragraphs.

There is no specification for "captions" or "illustrations." Captions should be submitted in a separate file, using regular text styles. Tables, figures, and illustrations should also be submitted as separate files and not inserted into the text; but do indicate their proper placement in the text (or "call-out") by inserting "[figure 1 here]," "[table 7 here]," etc., before or after the paragraph they relate to.

For documents to be read onscreen, see the templates for Screen Serif or Screen SansSerif. They create two-column pdf pages that fit on a single screen at 75% magnification and use typefaces that are readable at that size. They look more "finished" than this manuscript style.

For documents to be printed and read on paper, see the templates for Printed Serif. It uses smaller type, conserves paper, and imitates the look of a 2-page book or journal spread.

**The two files attached to this documents are:**

Manuscript style file.doc = a blank MS Word file with these page and type specifications already loaded. Enter (or paste) your text into this file and Save under a new name.

Manuscript style template.dot = an MS Word template; store and use this to create a new blank document. Templates are generally stored in a folder in Program Files > Microsoft Office > Templates

What follows are sample pages and specifications for the type, margins, settings, etc.



**Lorem Ipsum [title]**

*Dolor Sit Amet, Consectetuer Adipiscing Elit [subtitle]*

Marcus T. Cicero, Senatus populusque Romani [author]

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## **Heading 1**

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**Literature Cited**

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## Design Specifications

### Page:

Size = 8.5 x 11 inches

Text Block = 6.5" x 8.7"

26 lines per page, 65 characters per line

= 1,690 characters per page (maximum)

Average page contains 250 words. 1 page of this manuscript will make approximately .6 book pages (in 6"x9" monograph size) or .7 pages (in 5"x8" size). So, 300 pages of this style manuscript would make a book of approximately 180 pages (or 210 pages in the smaller format).

### Margins:

Top (to header) = 1"

Top (to text block) = 1.33"

Bottom (from footer) = 0"

Bottom (from text block) = 1"

Left = 1"

Right = 1"

### Type:

All type is Courier New 12-point on a 24-point line height

[This is equivalent to double-spaced, but actually different from what MS Word produces if you select double-spacing under Paragraph > Format.]

Short title, 10

**Author:** alignment = Left; 24 points space after

**Block Text:** alignment = Left; left & right margins indent  
.5"; no paragraph indent; 12 points space after

**Body Text:** alignment = Left; first line indent = .5"; 12  
points space after

**Endnote Text:** alignment = Left; first line indent = .5"; 12  
points space after

**Footer:** not used in this design

**Header:** alignment = Right (use of short title in the header  
is recommended, rather than the author's name, because  
the publisher or typesetter may have more than one  
book in production by "Smith," "Jones," "Chan," or  
even "Zukowski")

**Heading 1:** Type = bold + underlined; alignment = Left; 24  
points space before, 12 points space after

**Heading 2:** Type = bold; alignment = Left; 24 points space  
before, 12 points space after

**Heading 3:** Type = underlined; alignment = Left; 24 points  
space before

**Normal:** alignment = Left.

**Page Number:** alignment = Right (top of page)

Short title, 11

**References/Bibliography:** alignment = Left; hanging indent  
= .5"; 12 points space after

**Subtitle:** Type = italic; alignment = Left; 48 points space  
after

**Title:** Type = bold; alignment = Left; 48 points space  
before; 48 points space after

MS Word file settings:

File > Page Setup > Layout

Headers & footers: Different first page

Format > Styles and Formatting

Show: Available styles