Amy Nonomusse

Your manuscript should
have your address
and contact details
on the first page only.

If you have an agent, your
agent's address can be
included beneath.

900 words

Non-Fiction Standard Manuscript Format

by A. Nonomusse

Contents

Foreword

Non-fiction works often feature a foreword or preface. This usually comes after the table of contents, but not always—sometimes the foreword precedes the table of contents. If you need your foreword to come before the table of contents, place the "Contents" document after "Foreword" in the Manuscript folder. You can also rename "Foreword" to "Preface" or "Introduction", or delete it entirely, depending on your requirements.

The table of contents is generated using Scrivener's *Edit > Copy Special > Copy Documents as ToC* feature. Simply select the documents in the binder that you want to include in your table of contents, select "Copy Documents as ToC" from the *Edit > Copy Special* menu, and then hit *Edit > Paste* (cmd-V) in the "Contents" document. The results won't look much in Scrivener's editor—a bunch of linked text with "<$p>" page number tags after it—but when compiled this will become a proper table of contents using the correct chapter titles. Remember to update your table of contents if you move, add, delete or rename any chapters.

Chapter One

Folder Names Become Subtitles

Standard manuscript format is often required for novels so that work can easily be read by editors. It allows editors to estimate word count and determine roughly how many pages will be required to produce a book using the page size, style and font used by their house.[1] This PDF file was generated using Scrivener's Compile feature and was created using the "General Non-Fiction" project template.

Manuscripts for full-length novels require a separate title page. The author's name, address, telephone number and e-mail address should be shown in the upper-left corner of the title page, single-spaced. The title of the work should appear about half-way down the page. The author's name follows the title on the by-line as the author wants it to appear when published. A real name or pseudonym may be used and may include initials, actual given name or professional designation.

A table of contents and foreword, preface or introduction may follow the title page, preceding the main text.

All text should be double-spaced and left-justified with a ragged right margin.

Paragraphs should be indented by about five spaces (half an inch) and not separated by an additional blank line. (It used to be traditional to separate each sentence with two spaces, but in these days of word processors this is now less common.) A 12-point font such as Courier, Times New Roman or Arial should be used throughout. In Scrivener, however, you can write using any font and formatting you choose —the Compile options can be used to change the formatting in the final document. In the "General Non-Fiction" project template, the Compile settings will deal with changing the font and formatting to those required for standard manuscript format.

Top, bottom, left and right margins should all be approximately one inch, not allowing for the page header. Each page except for the title page should include a header comprising the author's real surname, the title of the work (or a key word from the title) in capitals, and the page number. In Scrivener, all of this is handled by the Compile settings.

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Section breaks are indicated with the hash character. Do not simply add an extra line space as this can be missed by the typesetter. In general, this will be handled by Compile in Scrivener, however, so that you can either leave empty lines in the text (and Scrivener will insert the hash character during Compile) or use different documents for different sections (and Scrivener will add the hash between them).

Some editors and publishers prefer emphasis to be indicated by underlining rather than italics. In Scrivener, this conversion can be handled by Compile. The "General Non-Fiction (Courier)" Compile format will convert italics to underlines, whereas the "General Non-Fiction (Times)" format will not.

Chapter Two

Another Chapter Folder

Begin each new chapter on a new page like this with the chapter number about a third of the way down the page. In Scrivener, all of this is handled automatically by the "General Non-Fiction" compile formats.

Although it is often said that writers should not use the word-count features of their computers to determine the number of words in a manuscript, most publishers and editors will happily accept a word processor word count these days. In Scrivener, you can insert a word count of your manuscript by using Edit > Insert > Draft Word Count (for a manuscript, you may wish to have the word count rounded to the nearest 100, in which case select Edit > Insert > Draft Word Count > Rounded To Nearest 100—this feature is used on the title page of this manuscript, in fact). Note that the actual word count will not be inserted, but a tag that will be substituted for the word count upon export.

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Footnotes should generally be numbered sequentially throughout the manuscript and appear as endnotes at the very end.[2] However, different editors and publishers have different

requirements when it comes to footnotes, so you should always check the submission guidelines.[3]

In reality, the formatting of a manuscript is often only really crucial when submitting directly to a publisher—first time authors will usually submit to an agent first, and agents are often less picky about format and will point you in the right direction before submitting your work to a publisher.

Endnotes

1. Much of the information contained in this document is based on a description of novel manuscript format by Matt Carless for the BBC Writers' Room website (http://www.bbc.co.uk/writersroom), along with various web resources describing non-fiction manuscript format (the basics of standard manuscript format is commonly used for both fiction and non-fiction).

2. Useful information about non-fiction manuscript formatting was also taken from this web page: http://calemccaskey.blogspot.com/2011/05/how-to-prepare-non-fiction-manuscript.html

3. Note that if you require more advanced footnote and endnote layout, or if you require indexes, you should compile to RTF or Word format and open the generated file in your word processor of choice for a final pass.