

**SAMPLE FORMATTING FOR CHAPTER BOOK,  
MIDDLE GRADE, OR YA WITH SYNOPSIS**

Use 1-inch margins, 12-pt. type, double spacing. Use a common font such as Times New Roman, Calibri, etc.

First and Last Names  
123 Main Street  
Anytown, FL 33333  
(813) XXX-XXXX  
[yourmail@aol.com](mailto:yourmail@aol.com) ↑

Include your first and last name on the first line, flush left. Single space down and add your mailing address, phone number, and email.

**TITLE OF YOUR MANUSCRIPT**  
By Jane Doe ←

Your title, and byline as shown. Double-double space down and add the word **SYNOPSIS** in bold.

Category/Genre

↑ Category and genre flush right. For instance: Middle Grade/Historical Fiction, Chapter Book/Realistic Fiction, Young Adult/Sci-fi.

**SYNOPSIS**

Your submission may not exceed 10 pages. You may begin with a synopsis if you choose.

The synopsis may be as long as you wish, but you must subtract the pages used for the synopsis from the 10 pages you are allowed.

The purpose of the synopsis is to hook the reader (an agent or editor), give them an overview of the entire story, and whet their appetite to read your full manuscript.

Basically, a synopsis tells the who, what, where, when, and why of the story. The main character's problem or goal should be conveyed immediately and what's at stake for the character should be explained. Include your inciting incident which sparks the main conflict of your story, a couple of major plots points which build tension, the climax, and (unlike a blurb) the story's resolution, which brings your narrative arc to a close. While you may briefly refer to character motivation, avoid back story and keep the synopsis focused on the main character and the main events of the story. Polish your synopsis until each sentence communicates clearly and reveals your distinct voice and tone (humorous, dramatic, etc.). The synopsis should be written in third person, present tense.

Remember, the important thing is your hook, so be sure to highlight the unique elements of your story.

Author Name/Manuscript Title



On the top line place your name and title flush left.  
Page number flush right.  
Begin each subsequent page in the same way.



Page 2

When you complete your synopsis, double-double space down and add the title of the first chapter. Then double space again to begin your manuscript.

**Chapter 1—Title of Chapter**



Add Chapter title,  
Prologue, or  
whatever begins  
your manuscript  
here.

You now paste the first page of your manuscript into the document. Yes, this is the first page of the first chapter, prologue, or whatever begins your manuscript. You will continue to add pages from your manuscript until you have reached your 10-page maximum. Again, you are using one-inch margins on all sides, 12-point type, and double spacing. You must follow this formatting no matter what the genre—including novels in verse.

As we've always been told, you only get one chance to make a first impression. Make sure your manuscript is free of errors and is spot-on in its presentation. When the critique comes to the end of your 10 pages, your goal is for him/her/them to want to read on to request more from you.

We're frequently asked if the entire manuscript must be written in order to submit a first page. That is up to you. But remember, if an industry professional asks to see the full manuscript, he/she/they is probably hoping to see it as soon as possible.

When you come to your critique, you may want to have a hard copy of your submission with you. Be ready to take notes, to listen carefully, and to ask thoughtful questions. The critiquer will provide you with written notes following the critique. There is nothing wrong with asking if the critique would like to see more or would like to see the manuscript after it is revised. But be prepared for an honest response.

**NOTE: Even if you have to end mid-sentence, you must stop at the bottom of your tenth page.**