

**SAMPLE FORMATTING FOR CHAPTER BOOK,  
MIDDLE GRADE, OR YA WITHOUT 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.

**Category/Genre**

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

Your title, and byline as shown.

**TITLE OF YOUR MANUSCRIPT**  
By Jane Doe

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

**Chapter 1—Title of Chapter**

Your submission may not exceed 10 pages. If you have chosen not to begin with a synopsis of the manuscript, the first page of the manuscript is added here. 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, your 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 ten pages, your goal is for him/her/them to want to read on or to request to see more from you.

We're frequently asked if the entire manuscript must be written in order to be critiqued. 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, 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

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.



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asking if the critiquer would like to see more or would like to see the manuscript after it is revised. But be prepared for an honest response.

You continue to copy and paste pages from your manuscript into your submission until your reach your 10-page maximum. You continue to copy and paste pages from your manuscript into your submission until your reach your 10-page maximum. You continue to copy and paste pages from your manuscript into your submission until your reach your 10-page maximum. You continue to copy and paste pages from your manuscript into your submission until your reach your 10-page maximum.

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