[Agent’s Name (if you have one) otherwise leave blank]

[ENTER TITLE HERE]

Some tips for writing great titles:

* Keep your title as captivating as possible.
* Short and powerful titles attract readers.
* The title should be in accordance with the theme of the fiction work.
* Use modern tools such as Headline Analyzers to capture readable and higher emotional value titles.

On each page, the Author’s last name, the title of the work, and the page number will appear in the top right corner of the page. This template is set up so that when you change the title of the document, or the name of the Author (single author), then the header of each page will update automatically. An example of the header is: JACK – THE RISING – 23.

by

Author First Name Author Last Name

Approximately [Enter number of words rounded to nearest hundred] words

[Your Legal Name]

[Address]

[Phone Number]

[Email Address]

[Website]

Fiction works do not necessarily require a table of contents. However, if the names of the chapters in your novel have descriptive titles, it is a great idea to establish them all in the table of contents. This will present an overall view of the novel at a glance.

To ensure that your Table of Contents can be auto-updated, be sure all your headings are properly formatted using one of the following styles: Heading 1, Heading 2, or Heading 3. Once formatted in the document, come back to the Table of Contents and do a right mouse click. Choose “Update Field” from the shortcut menu to update automatically.

Table of Contents

[[Chapter 1] — [Enter Chapter Title Here] 1](#_Toc529755941)

[[Chapter 2] — [Enter Chapter Title Here] 2](#_Toc529755942)

[[This is an example of a Sub-heading.] 2](#_Toc529755943)

[[This is an example of a Sub-heading.] 2](#_Toc529755944)

[[Chapter 3] — [Enter Chapter Title Here] 2](#_Toc529755945)

# [Chapter 1] — [Enter Chapter Title Here]

The chapter title is intended to start approximately one-third the way down the page. The spacing is built into the Heading 1 style. To ensure spacing is correct, insert a Next Page Section Break at the end of each chapter prior to beginning a new chapter. To do that, go to the Layout ribbon, choose “Breaks,” and select “Next Page” under the “Section Breaks” section of the menu.

[Opening Paragraph]

Click on “Opening Paragraph” above and start typing your book. This is the opening paragraph of your chapter and is hence without indentation. Introduce your story and set the stage for the rest of the novel. Ensure that the first few lines of the introductory paragraph and the first few paragraphs of the chapter hook the readers’ interest. The more visual your writing is, the better.

Use the style called “**Normal**” for the Opening Paragraph.

[Next Body Paragraph]

Being a new paragraph, this one will be indented on the first line. This makes it easy for the reader to see a new paragraph among blocks of text. This is not a new scene, however! New scene beginnings are not indented and will follow the hash (#) sign.

The second and subsequent paragraphs of each chapter will begin with a first line indent. This is built into the style called “**Normal Indent.**”

* Begin every new chapter from a new page.
* Do not add any extra spaces between paragraphs. All lines are double-spaced. The format of double spacing is built into both Normal styles.
* After all punctuation, only use a single space before starting the next sentence.
* Do not underline in your manuscript. However, you may *italicize* things.

#

The hashtag (#) indicates the start of a new scene within the same chapter. A Section Break is not required to separate it from the previous scene.

Each chapter in a novel can comprise of many different scenes. It is in these scenes that the action and dialogue are described. Each scene will have a beginning, middle part, and end.

[New Scene begins without indentation]

The first paragraph of each new scene or chapter should begin with the style “**Normal**.”

[New Scene’s second paragraph.]

Remember that all new paragraphs, as well as dialogue, needs to be indented. These will also use the style called “**Normal Indent**.”

Since your novel will have several chapters, ensure that you leave enough motivation at the end of each chapter for the reader to continue with the next.

[New Scene’s third paragraph.]

# [Chapter 2] — [Enter Chapter Title Here]

## [This is an example of a Sub-heading.]

When using a subheading, be sure to use at least two.

[Opening Paragraph]

[Next Body Paragraph]

[Next Body Paragraph]

## [This is an example of a Sub-heading.]

[Opening Paragraph]

[Next Body Paragraph]

[Next Body Paragraph]

# [Chapter 3] — [Enter Chapter Title Here]

[Opening Paragraph]

[Next Body Paragraph]

[Next Body Paragraph]

[This is the last line of your manuscript]

THE END

This marks the end of the manuscript and will follow a double-spaced blank line after the last line of text.