

Guide for Prospective Authors

Formatting the Text in Your Manuscript

The Word Project Press designer uses the software InDesign to format manuscripts in to a book. Since most authors use basic word processing such as Microsoft Word when writing their manuscripts, we recommend the following guidelines to minimize troublesome issues when converting to InDesign.

Basic Instruction: Text formatting should be minimal and only done with the word processor's build-in tools using standard fonts.

Additionally, please follow these guidelines:

- Never use the space bar to create two or more spaces anywhere in your manuscript, e.g. after periods, to indent, or to center text.
- Do not use extra returns to cause a line to move to the next page. Instead, use the Page Break feature in the word processor.
- Use standard bullets for lists. Avoid wingdings or symbol fonts.
- Use the em dash feature instead of a hyphen or double hyphen. To create an em dash, hold down the Command Key on a Mac or the Control Key on a PC, then type the hyphen key. (Visit this website to learn more about em and en dashes: <http://www.techtoolsforwriters.com/how-to-create-an-em-dash>)
- We encourage the use of Paragraph and Character Styles. If you are unfamiliar with this option when creating documents, there are many YouTube videos that illustrate how to use them. Using these style options saves tremendous time for you and our designer.
- Avoid using the enter/return key to add multiple spaces after paragraphs. (You can create a style for double spacing after a paragraph.)
- Use and apply character styles for words that need to be boldfaced or italicized. This prevents the loss of these customizations during the conversion process.