

## **Formatting the interior of your book.**

My goal is to create a book that you will be thrilled to see in bookstores and proud to showcase on your bookshelf.

I have a well crafted standard style for novels that will give your book that professional touch you are looking for. However, every author and book is unique and I realize my stylistic choices may not always be yours. The purpose of this form is to advise of the options available and confirm what styles you would like featured within your printed book.

**Trim size:** Standard book sizing is recommended. Please review amazon's trim sizes here [https://kdp.amazon.com/en\\_US/help/topic/G201834180](https://kdp.amazon.com/en_US/help/topic/G201834180)

Typically you will find most publishers will go with the 5 x 8 or 6 x 9, depending on their preferences.

**Fonts:** Interior font used throughout the book.

My go-to is a simple serif for easy readability. Should you have a specific font please let me know. *Please note*, some fonts do require licencing fees for use in publication. If you are requesting a specific font I do recommend doing your due diligence to confirm if there are licencing fees attached to that font.

**Chapter titles:** Your options are right, left and centred justification.

I will use the centred justification that will begin partway down the page for chapter pages unless specified. When available I will try to use the same style of font used for the title for the chapter titles to help them stand out.

**Chapters:** All chapters start on the right side of the page, or immediately following the end of the last chapter.

I will start all chapters on the right-hand side of the printed book, they will be free of headers, footers and page numbering, as will the blank pages if one occurs, unless specified.

**First paragraph style:** Your options are drop-cap, full left indent with or without bolding and standard indent.

For esthetics, I think it's important to do some formatting for beginning paragraphs, so I chose drop-cap. But I know this isn't everyone's style. My second choice would be left indent with or without bolding.

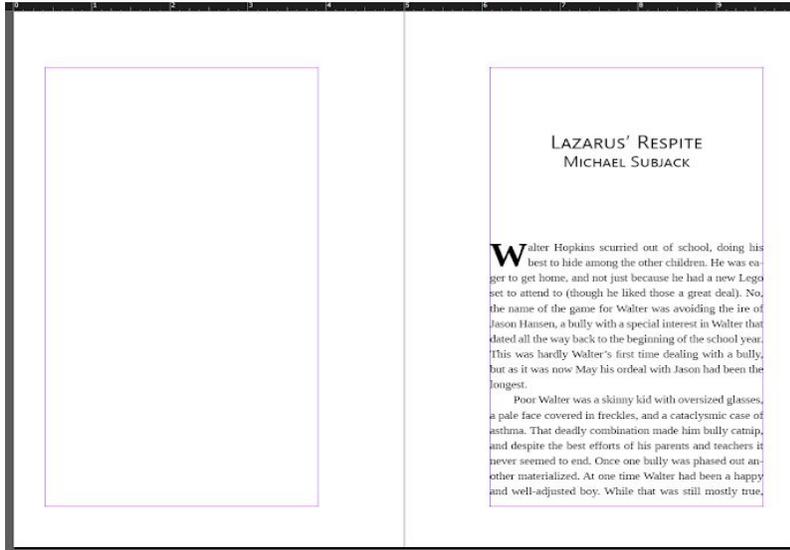
**Headers and Footers:** Book title, Author name, Chapter titles, page numbering.

I will put the page numbers on the right and left corner of the header. The center of the header will contain Book title on the left page, Chapter title on the right page unless specified.

I typically don't use the footer, as I feel it takes away the look of a full page. However, this is not my book. Let me know you prefer the pages

See next page for examples of standard chapter pages and page layouts.

Example of the chapter title, right page start, a first paragraph style with drop-caps, no header or footer, and standard font. (Please note your author name will not be listed under the chapter name unless this is a multi-authored collection)



Example of headers, page numbering, standard font, line spacing and footers (lack of).

