

BEFORE YOU START

Immediately go to your Menu Bar and under FILE, SAVE AS. Save this file to MY DOCUMENTS and call it BOOK_1.

As you make revisions NEVER overwrite the copy you are working from. Do a SAVE AS and call the file then BOOK_2 then BOOK_3 etc.

Important basic formatting rules.

Always use your TAB and or alignment tools to mover and align text.

Always use the PAGE BREAK function to advance to the next needed page if the text it self does not flow to the next page.

The over use of the space bar and or carriage return is more work and will cause problems in the future.

NEVER in the creation of your book use the carriage return at the lines end to force a return. Let the software do its job.

If you have questions or need help ask before you get started.

To use this TEMPLATE first open this document in your word processor and save it as “book_1”. Then replace our headings with yours. The book title, the forward, the introduction and so on.

Always save changes as you go.

The use of long document names also causes problems. “book_1” then “book_2” for the changed file as you proceed.]

PLEASE do not label the book with long extraneous titles like:

My book. About dogs and cats/1st edition
7/23/2001.doc

The template follows.

BOOK TITLE

(Times New Roman 26 and left justified)

For demonstration purposes this template has its own numbering system.

Insert page break here.

Back of “Book Title Page.” This page should be BLANK.

Insert page break here.

BOOK TITLE

(26 pt. and centered)

BOOK SUBTITLE (delete if not using)

(14 pt. and centered)

BY

(10 pt. bold and centered)

AUTHOR NAME

(12 pt. bold and centered)



Insert page break here.

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Record_1

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ISBN 1-58909-xxx-x
Your ISBN will go above.

Printed in the United States of America

(All text on this page is 10 pt. and centered.)

Insert page break here.

PREFACE (Delete if not using)

(12 pt. bold and centered)

The pages before CHAPTER ONE are numbered with Roman Numerals as below. This would be page “v” (five).

If you do not have a Preface, Acknowledgements, or Introduction, the use of Roman Numerals is not needed.

Insert page break here.

ACKNOWLEDGEMENTS (delete if not using)

(12 pt. bold and centered)

SAMPLE TEXT BELOW

To my wife and family for their patience and support;
my longtime friends and new friends discovered during the writing and
publishing of this work.

To the many talented un-published authors waiting patiently to be
discovered.

(All text on this page is 10 pt. and centered.)

Insert page break here.

INTRODUCTION (delete if not using)

(12 pt. bold and centered)

Insert page break here.

A blank page may have to be inserted here to make the Table of Contents start on a right-hand page.

Table of Contents

(16 pt bold and centered)

(If used, it should be a right-hand page unless your Table of Contents requires the use of two pages. In that case it should start on the left hand page.)

**The actual table listings should be 10 pt. and left justified.
Use TABS not SPACES to place page numbers in the table.**

Chapter One	1
Chapter Two	5
Chapter Three	13
Etc.	

Insert page break here.

Insert page break here to create a blank page if needed to make the first chapter start on an ODD numbered right-hand facing page.

1

(20 pt. bold and centered)

CHAPTER ONE TITLE

(12 pt. bold and centered)

Chapter One Sub-Title (delete if not using)

Chapters should start on an ODD-numbered, right-hand page.

This is only a recommendation. The final decision is yours.

Always use page breaks between chapters. The excessive use of carriage returns will cause problems.

Insert page break here to create a blank page if needed to make the next chapter start on an ODD numbered right-hand facing page.

2

(20 pt. bold and centered)

Chapter Two Title

(12 pt. bold and centered)

Chapter Two Sub-Title (delete if not using)

ABOUT THE AUTHOR

(10 pt. bold and centered)

About the Author should be on a left facing page after the last page of text in 10 pt.

Once last comment.

You will read and reread your work until you are 110% sure all is correct. Once you have done your read through give it to a friend to read and see if they find mistakes.

So many times we all are sure it is ready to go so we proceed with the printing and then out jumps the error. One saving grace is that with the print on demand technology and doing short runs we have not made a big mistake only a small one that can be fixed with minimal cost and a little embarrassment.