

Professional Formatting Directions

ACFW Genesis and First Impressions Contests

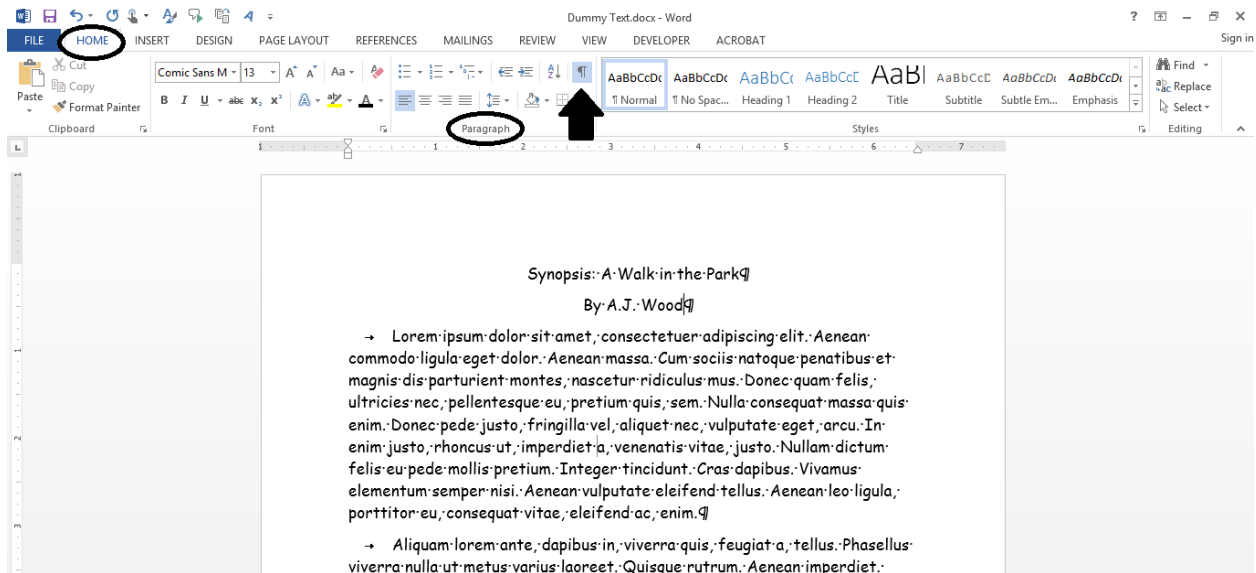
This document shows you how to use the features of Word to professionally format your manuscript for the ACFW contest.

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STEP ONE: Formatting Marks

Before you do anything else, turn on your formatting marks so you can see what you have. To do this go to **Home > Paragraph > Format Mark** (looks like a backward “P”).

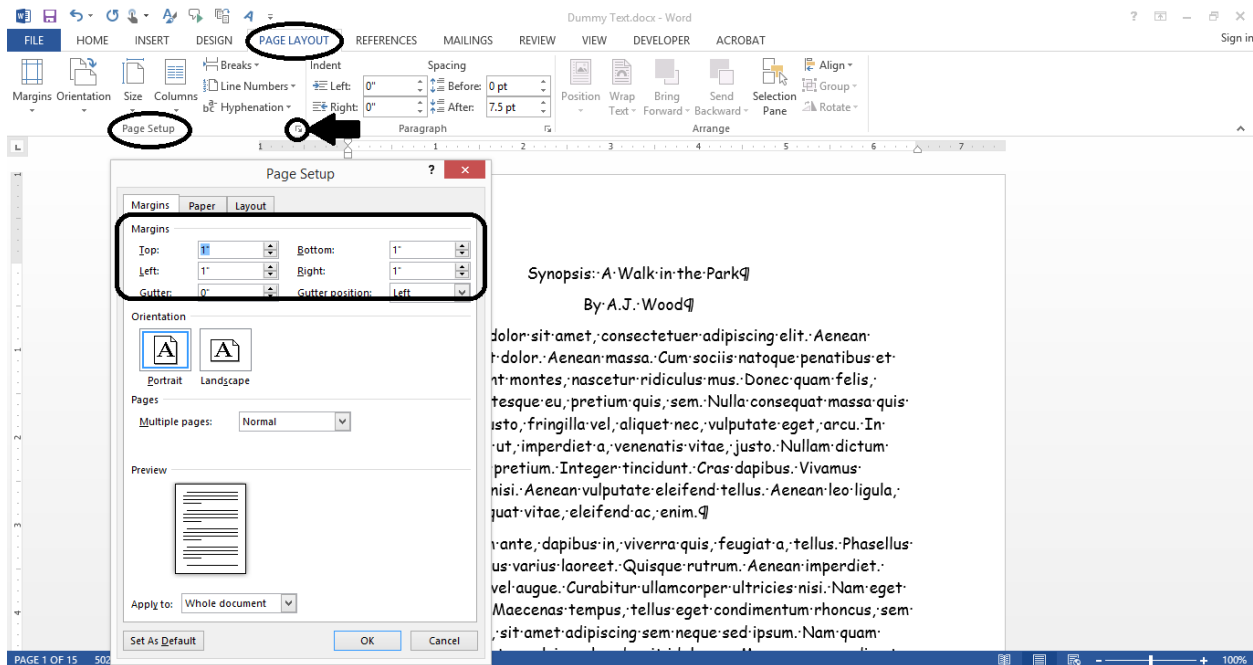


You’ll notice that symbols suddenly appear in your text. These are the formatting marks that don’t print but are useful to see how you’ve organized your text.

In this document you can see that there is a right-facing arrow at the beginning of every paragraph, indicating that the TAB key was used for indentation. You can also see a backwards “P” at the end of every paragraph, indicating a RETURN.

STEP TWO: Margins

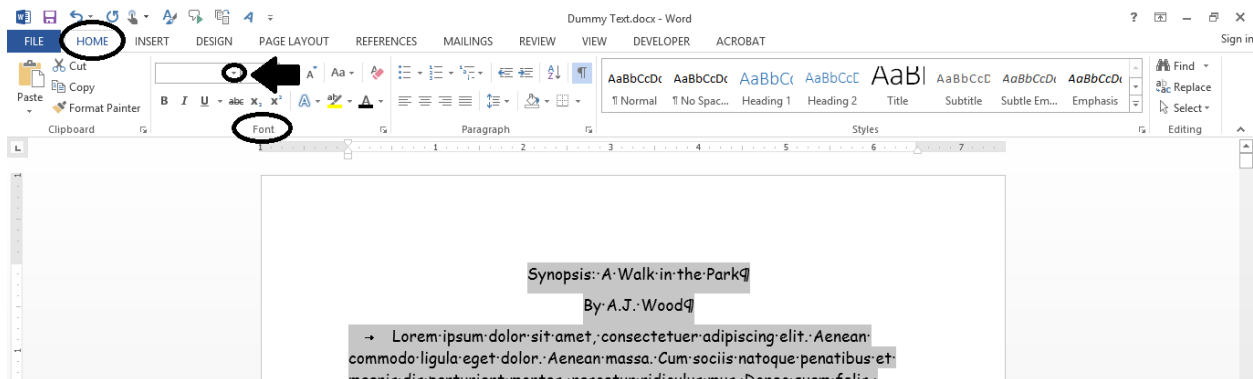
Margins in Genesis and First Impressions need to be one inch all around. The default Word document gives you this. If you want to check you can go to **Page Layout > Page Setup**. Hit the little arrow on the bottom right corner of the box. An additional Page Setup box appears. Check that your margins are 1" on top, left, bottom, and right.



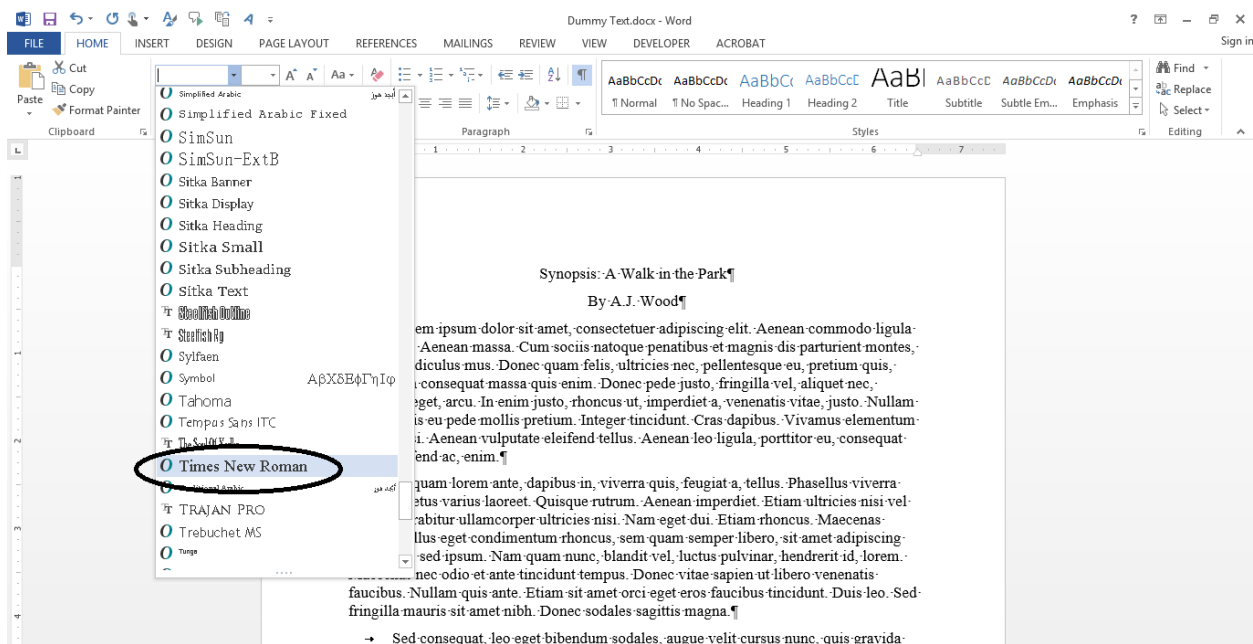
STEP THREE: Font Style

The allowable contest fonts are Times New Roman, Courier New, Garamond, Cambria, or Book Antiqua. You want to make sure your entire ms is correct so go through these steps even if you think you're OK.

- Hit the ctrl and the A keys together (**ctrl-A**). This will highlight your entire ms.
- Go to **Home > Font** and hit the font button.



- Scroll down to find and select the font you want to use.

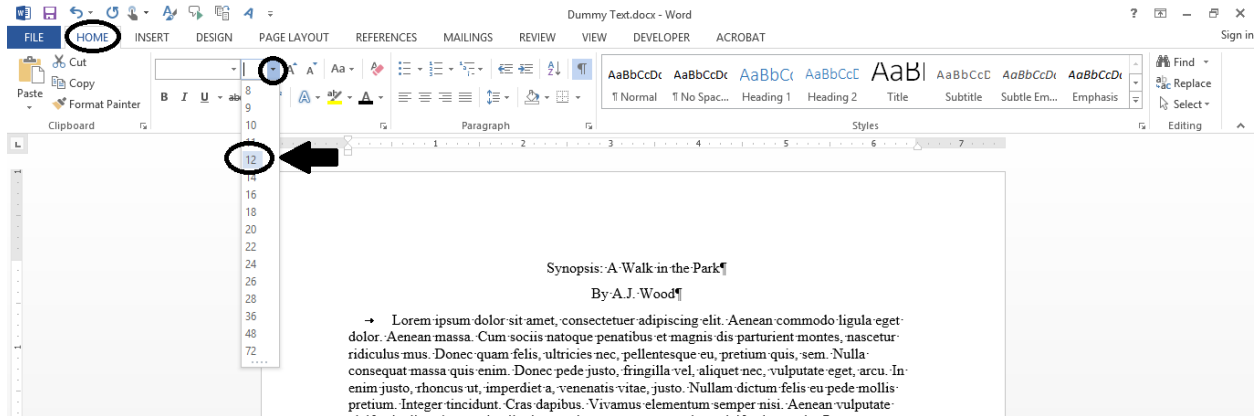


A quick note on fonts: Times New Roman is the industry standard. Garamond is the most compressed font allowed for this contest and thus can let you squeeze in a few more words if you need to.

STEP FOUR: Font Size (12-point font)

The contest requires 12-point font. Do these steps even if you think you're OK.

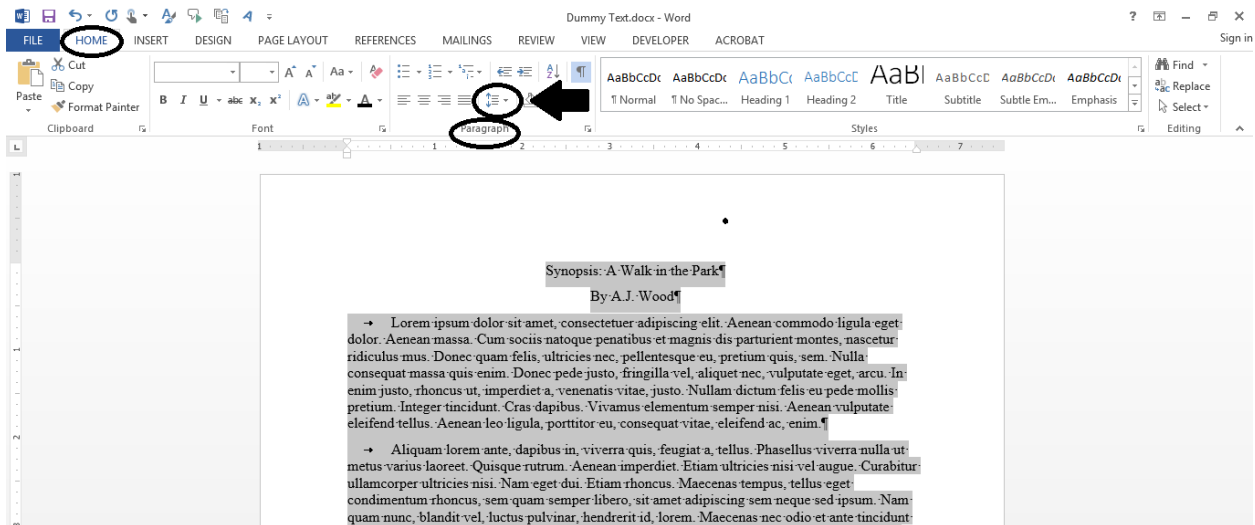
- Highlight all your text by hitting **ctrl-A**.
- Go to **Home > Font** and hit the font size button.
- Select 12 from the pull-down menu.



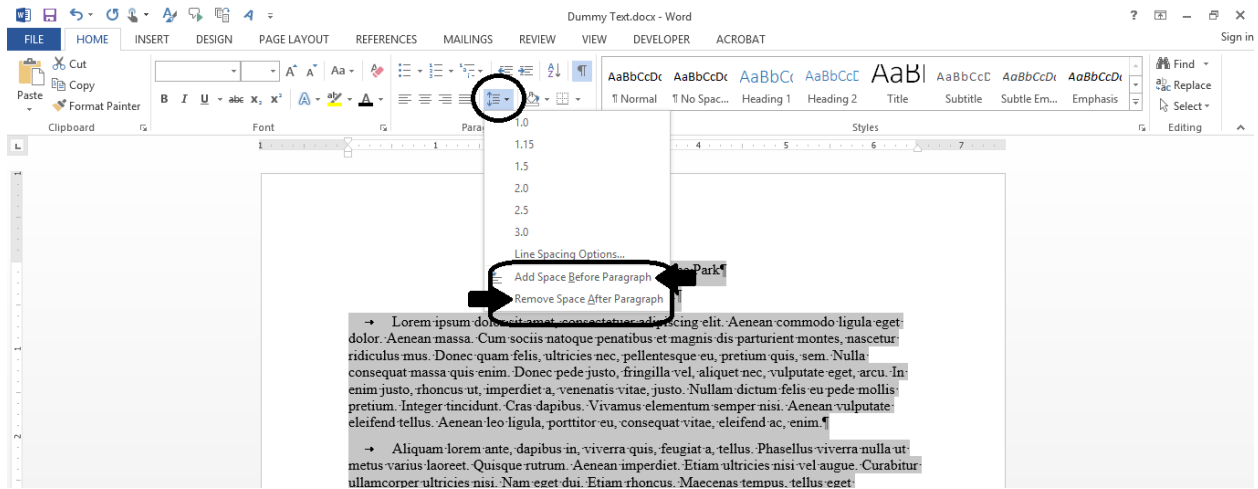
STEP FIVE: Remove Line Spacing

Depending on your settings, sometimes the Word document adds an extra space before or after each paragraph. Do these steps even if you think you're OK.

- Select all text (**ctrl-A**).
- Go to **Home > Paragraph**. Hit the Line and Paragraph Spacing button.



- Select “Add Space Before Paragraph” so it reads “Remove Space Before Paragraph.” Hit that again so it reads “Add Space Before Paragraph.”
- Do that again with “Add Space After Paragraph so it reads “Remove Space After Paragraph.” Hit it again so it reads “Add Space After Paragraph.”



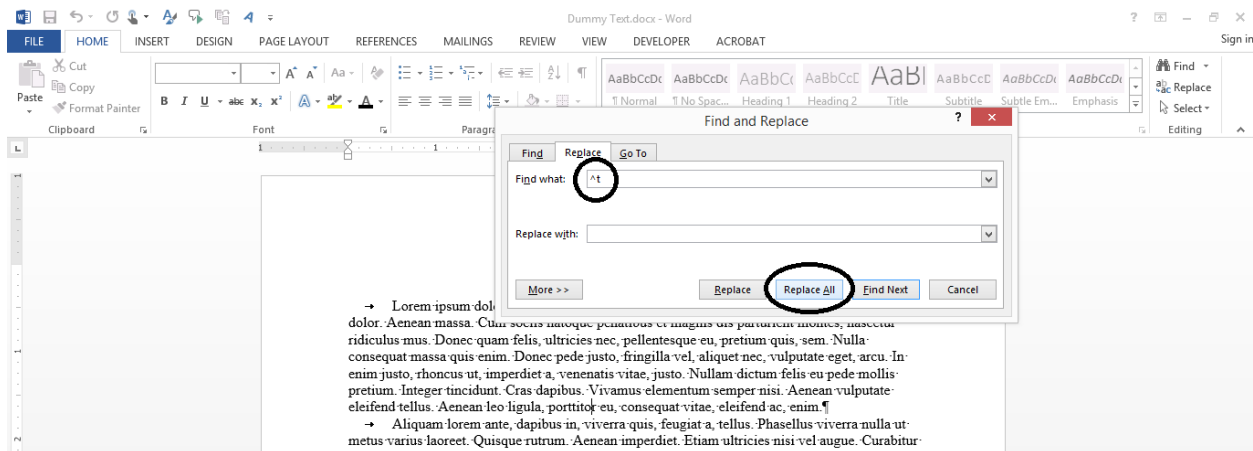
STEP SIX: Remove Tabs and/or Extra Spaces used for Paragraph Indents

The professional standard is to use the ruler to do all paragraph indents. This means that if you start any paragraph with a tab or multiple spaces you'll need to remove them.

TABS

If you have used a tab to indent you will see a right-facing arrow at the beginning of your paragraph. Follow these steps to remove all of them:

- Hit **ctrl-H** to bring up your Find and Replace box.
- In “Find What” enter **^t**. The caret (^) is located above the 6.
- Don't put anything in the “Replace with” box.
- Hit the Replace **All** button. Your text will all go flush left. Don't worry – we will fix indents in a moment.



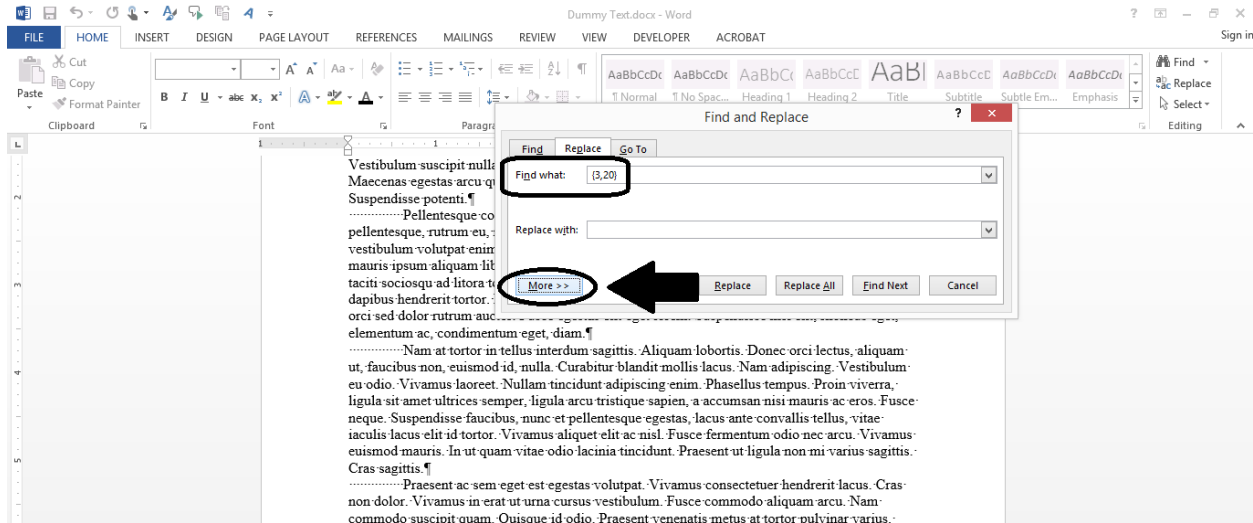
EXTRA SPACES

Likewise if you use multiple spaces to indent each paragraph you'll need to remove them. You will see these as a long line of dots before the start of your paragraph. Follow these steps:

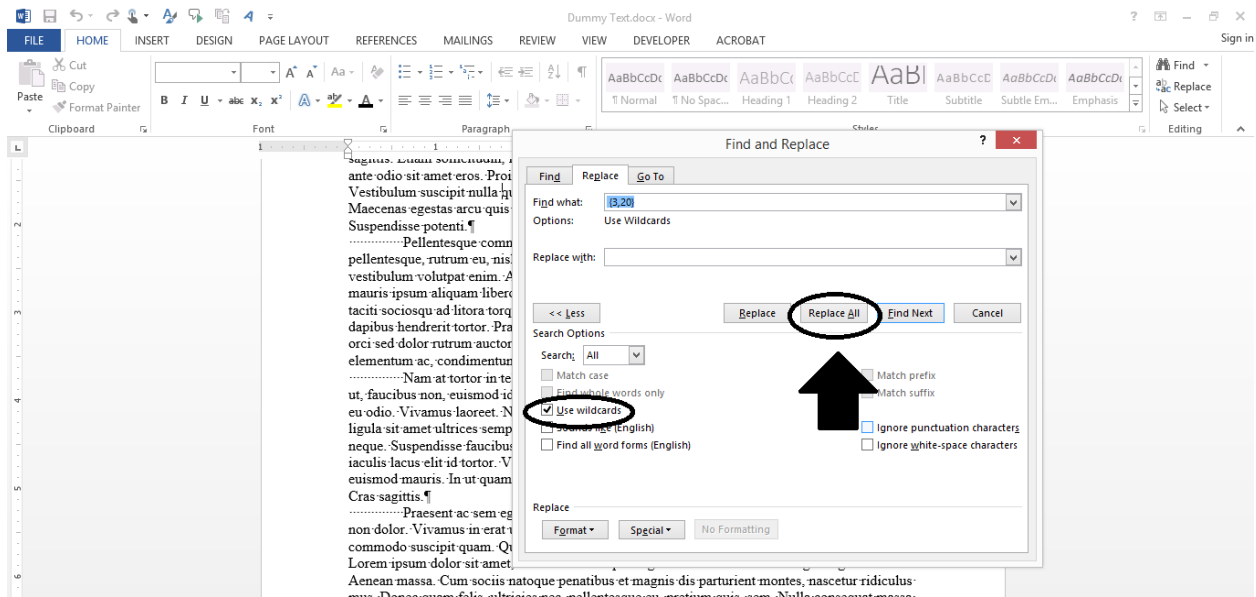
- Hit **ctrl-H** to bring up your Find and Replace box.
- In “Find What” enter a single space followed by an open bracket, numeral 3, comma, numeral 20, close bracket.

{3,20} (the underscore stands for a space)

- Don't put anything in the “Replace with” box.
- Click on the “More” box on the left bottom corner of your Find and Replace box.



- Check the “Use wildcards” box.
- Hit the Replace All button. Your text will all go flush left. Don't worry – we will fix indents in a moment.

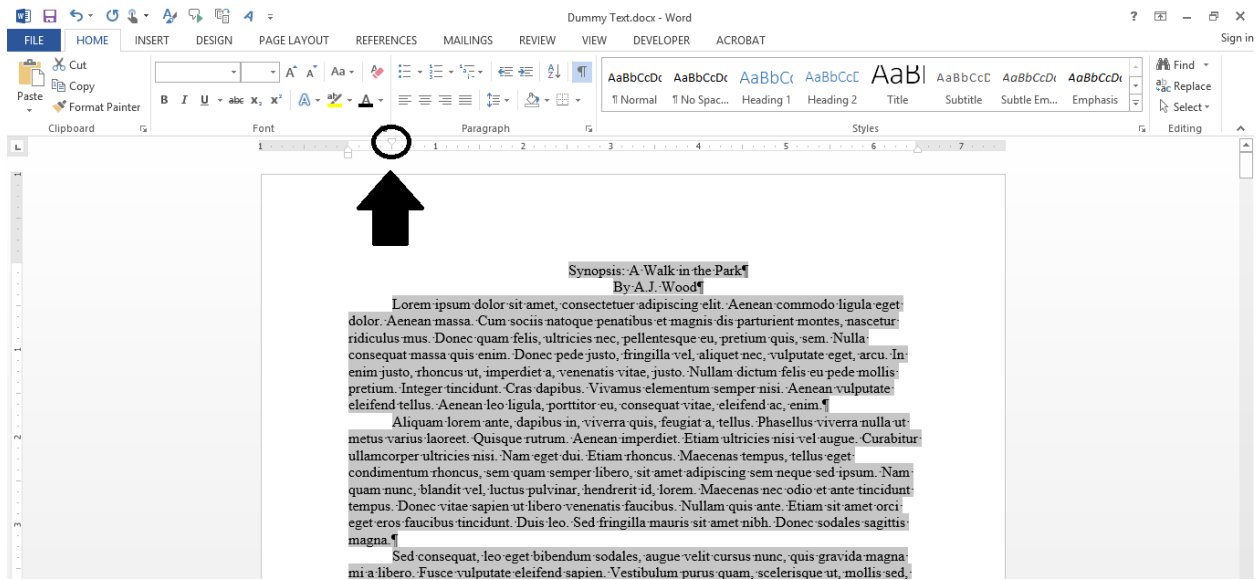


Note that if you centered something like a section divider using multiple spaces you have also wiped this formatting out. We'll go over how to center something in just a moment.

STEP SEVEN: Use Ruler to Indent Paragraphs

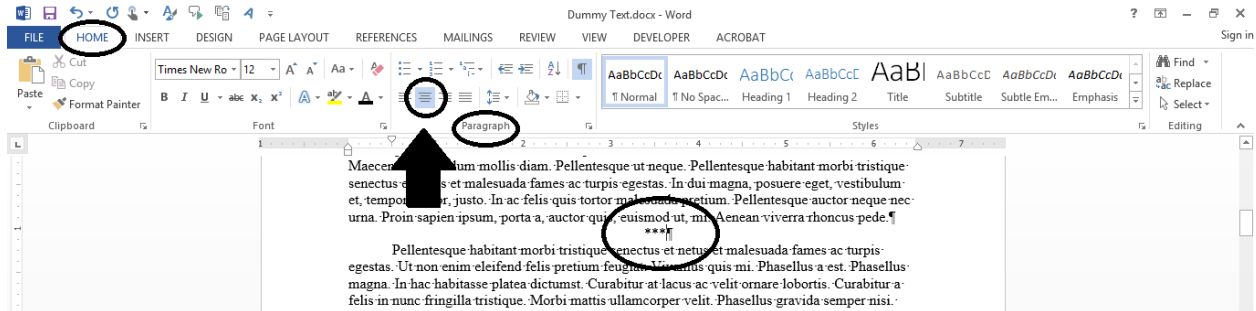
This is very easy. Follow these steps:

- Hit **ctrl-A** to highlight all of your text.
- Your ruler is located at the top of the text page below your tool bars. Move the top triangle on your ruler over half an inch. You'll notice that your text moves over also.



STEP EIGHT: Centering Text

If you used multiple spaces to center something like a section divider, this formatting is now gone. To center a line simply click on it. Then go to **Home > Paragraph** and select the “center” icon (or hit **ctrl-E**).

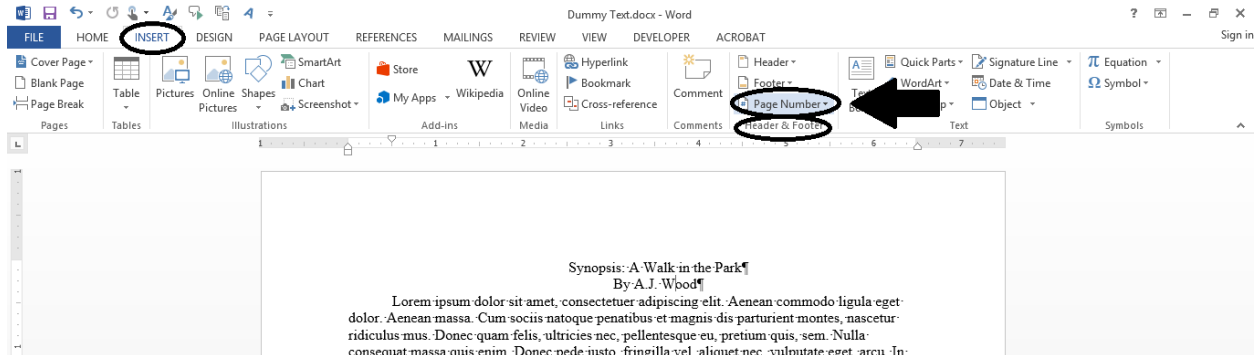


STEP NINE: Header

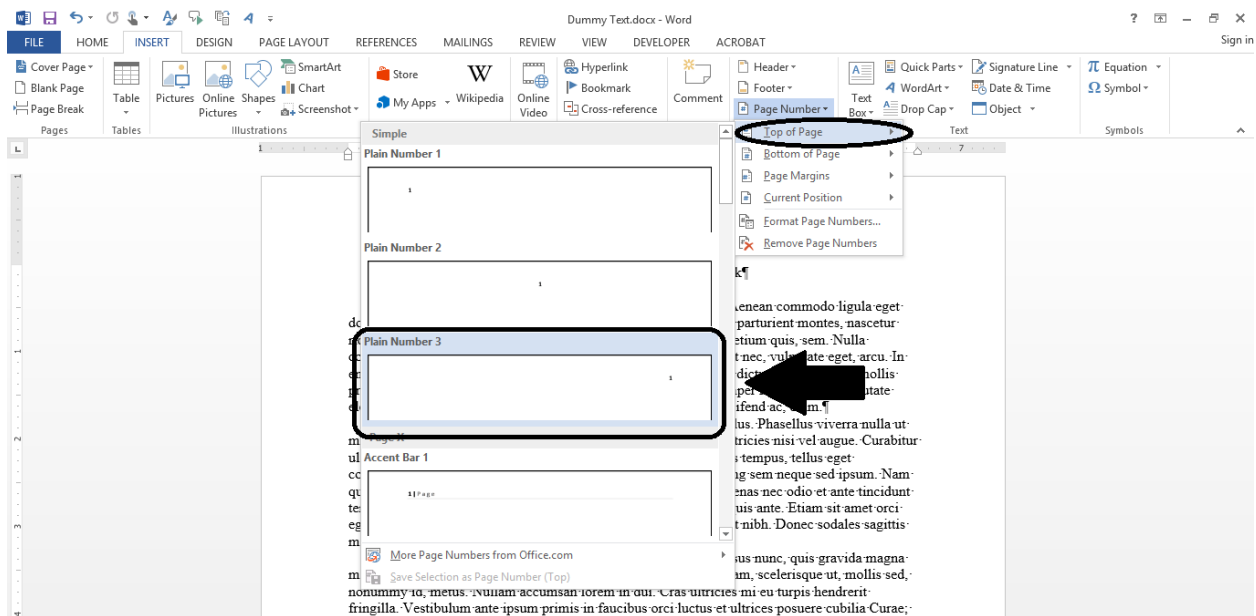
Please don't type a header in the text at the top of each page. This is just asking for problems whenever you edit text. Instead use the Word function to automatically add Headers. To do this follow these steps:

ADD PAGE NUMBER

- Go to **Insert > Header & Footer**. Choose Page Number.



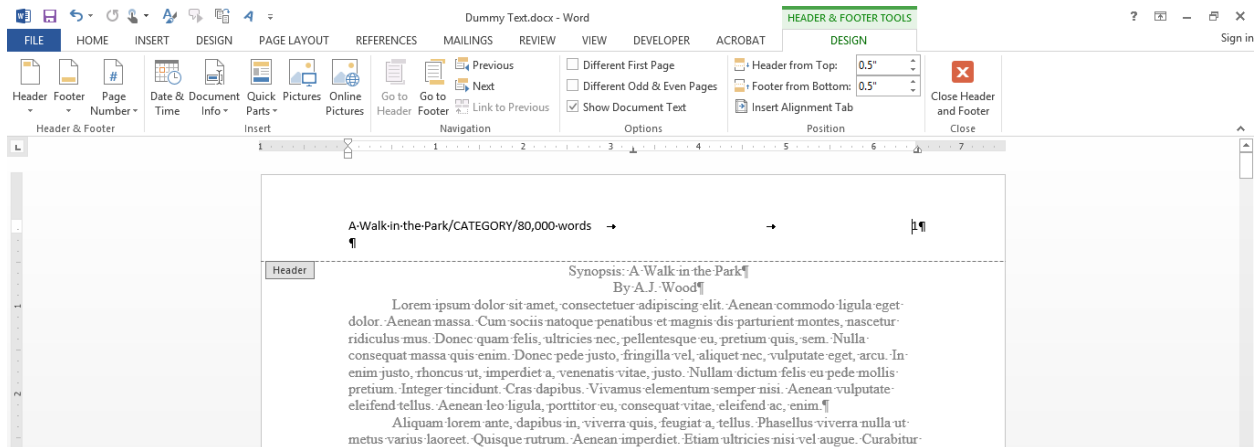
- From the drop-down menu choose “Top of Page” and then select the number that is flush right.



ADD OTHER INFO

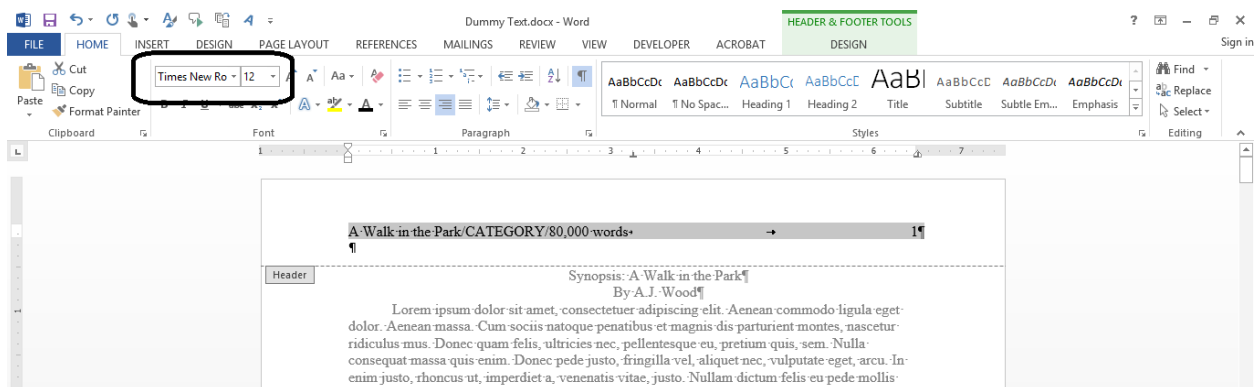
To the left of your page number type in your TITLE, your CATEGORY, and the approximate word count of your final manuscript. If this is First Impressions and you haven't finished your story just put in the approximate word count you anticipate.

Do enough tabs that your title goes flush left and your page number stays on the same line flush right.



CORRECT THE FONT AND SIZE IN THE HEADER

Finally make the text font and size correspond with your text by highlighting everything in your header then selecting the font you used (Times New Roman or other font) and 12-point size.



Double click on the main body of your text to get out of the header area now that it's perfect.

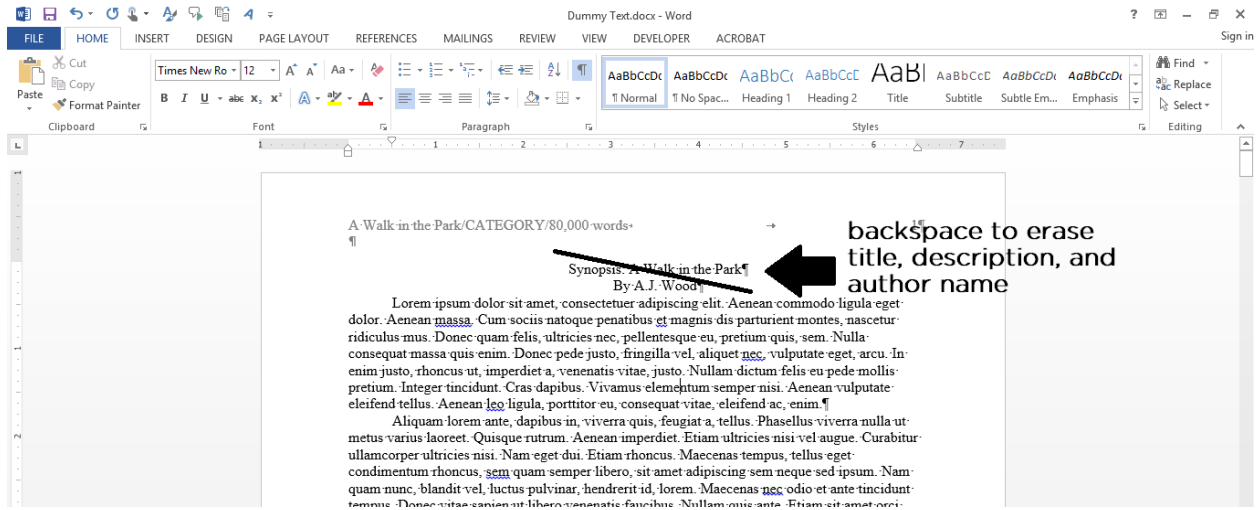
STEP TEN: Synopsis

EXTRA STUFF

In this contest you start right in with your synopsis. You don't need preliminary material (a title or a description) at the top of your page.

Most especially you should not have your name anywhere in the document.

If you have any of these things, take them out.

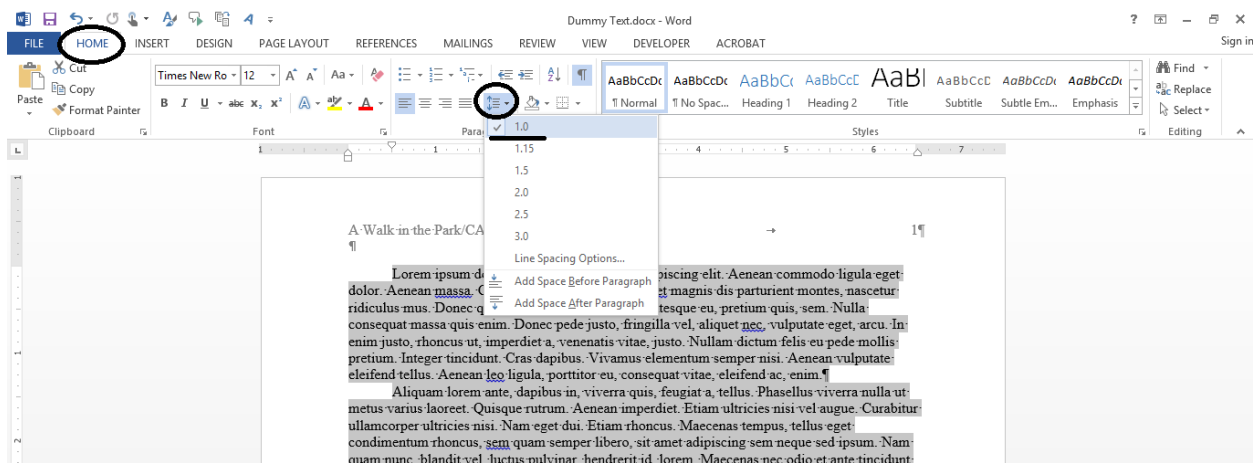


SINGLE SPACED

Your synopsis needs to be single-spaced

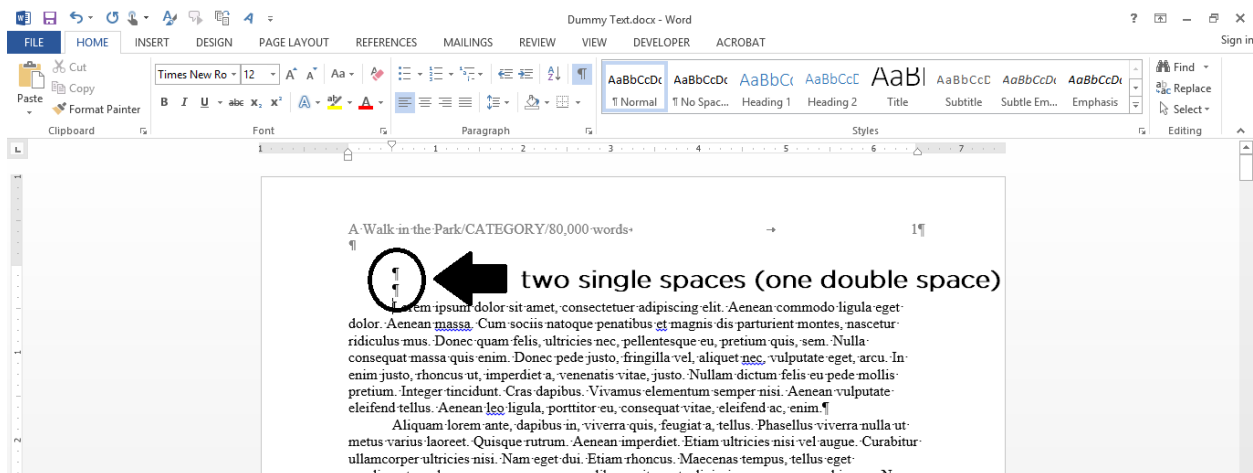
Follow these steps:

- Click at the start of your text. Scroll down to the last word in your synopsis. Holding the shift key, click at the end of that last word. Your synopsis will be highlighted.
- Go to **Home > Paragraph**. Select the Line and Paragraph Spacing Icon. Verify that the spacing is 1.0.



DOUBLE SPACE AT THE TOP

You need to have a double space (or two single spaces) at the top of your synopsis page before the text starts. If you don't have them, put them in.

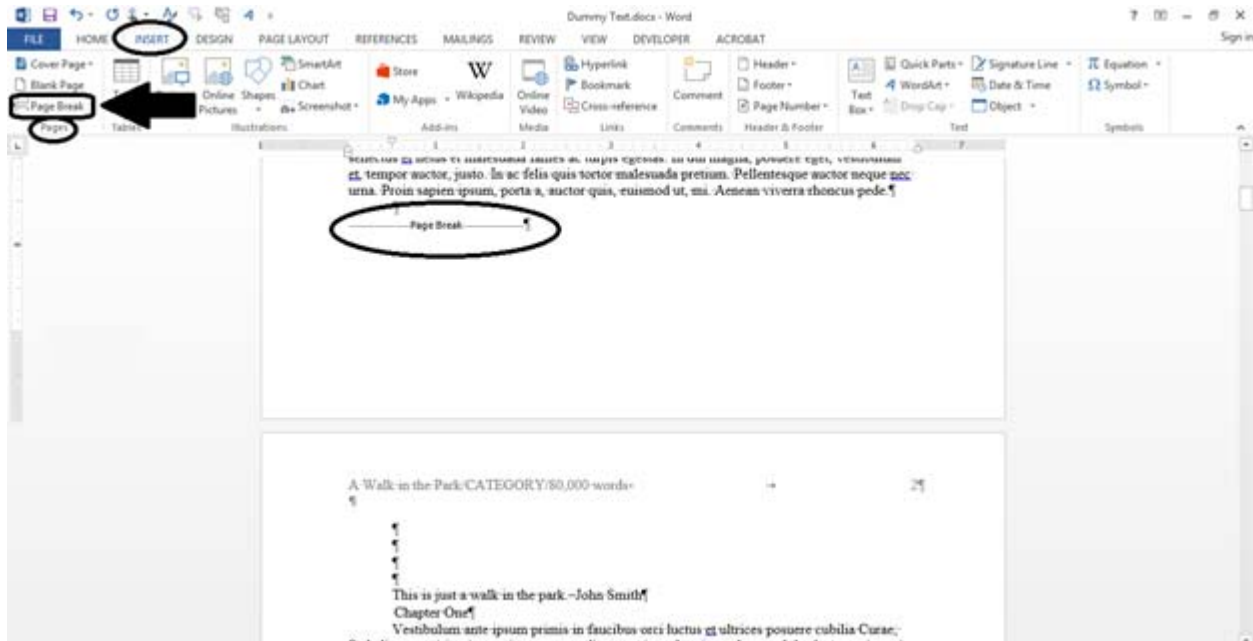


Note that this double space often will flip the synopsis to two pages. If this happens to you you'll need to judiciously edit your synopsis to get it to fit onto one page.

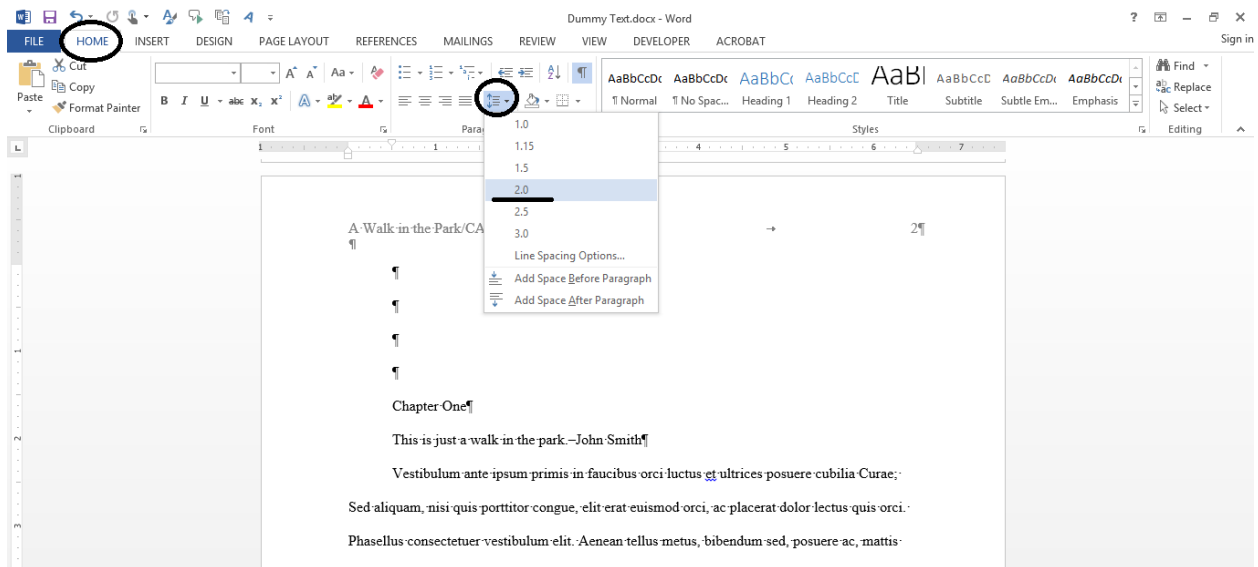
STEP ELEVEN: Double-Spaced Text

The rest of your entry is double spaced. To do this:

- Click at the very end of your synopsis.
- Add a page break by going to **Insert > Pages > Page Break**. A page break line will appear at the end of your synopsis, and then the rest of your text will start on the next page.



- Click at the very start of your next page whether it be text or a return.
- Scroll all the way to the end of your ms. Hold the shift key down and then click at the end. All the text should be highlighted.
- Go to **Home > Paragraph**. Select the Line and Paragraph Spacing Icon. Verify that the spacing is 2.0.



STEP TWELVE: Format Your Chapters

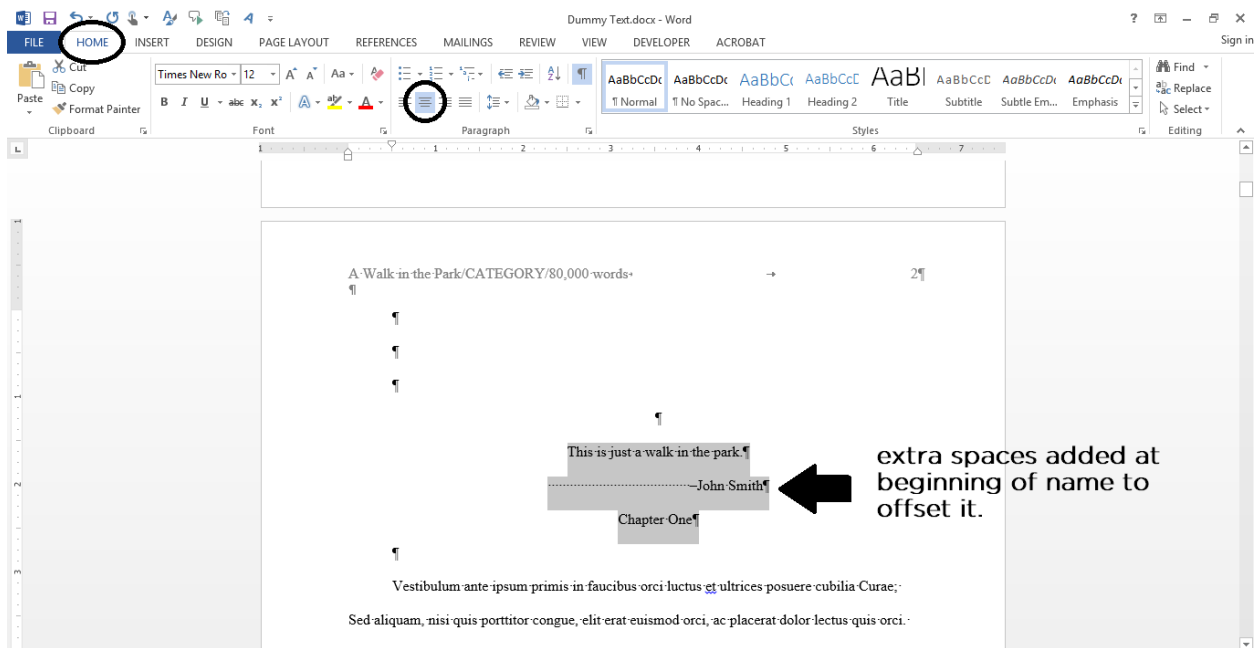
CHAPTER NAME

Text for each chapter needs to start on a new page four double-spaces below the top of the page. Highlight chapter name then center it by going to **Home > Paragraph > center icon** (or use **ctrl-E**).

QUOTATION OR BIBLE VERSE

Highlight quote or Bible verse then center it by going to **Home > Paragraph > center icon** (or use **ctrl-E**).

Formatting the quote or Bible verse by centering it and putting in a few spaces to offset the attribution seems to be a simple way to present it but is a style issue. You are free to add italics or bold, or move the quote or Bible verse to the left or right if you prefer.



SECTION DIVIDER

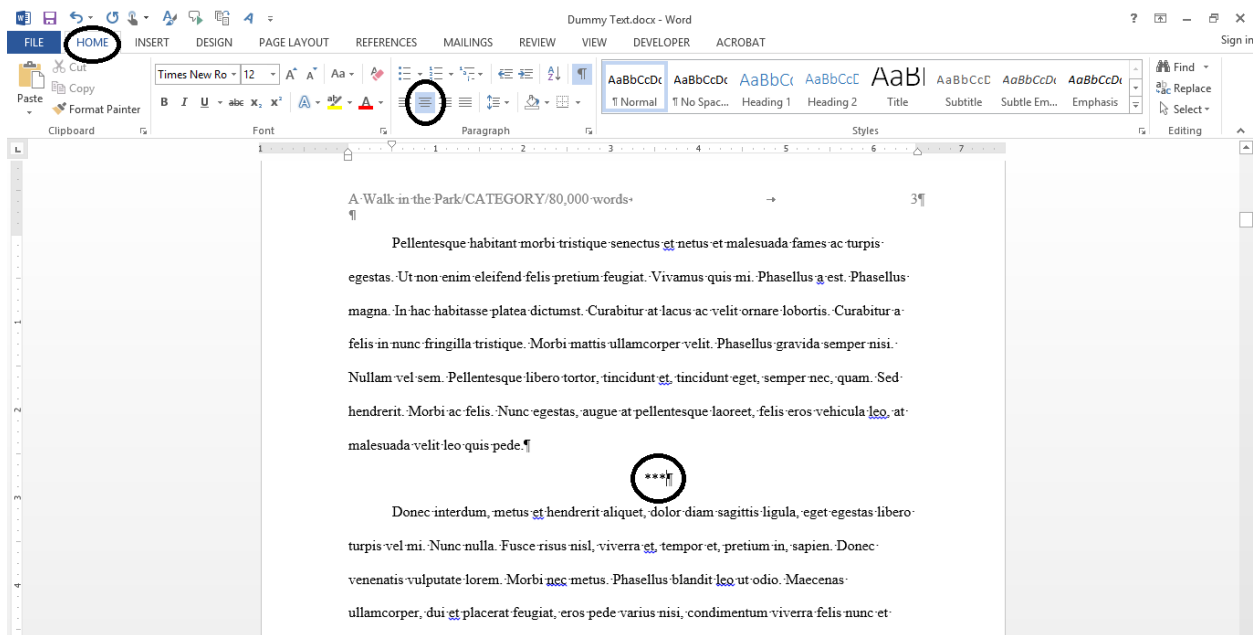
If you have a section divider you can use either:

*** three asterisks

one hashtag

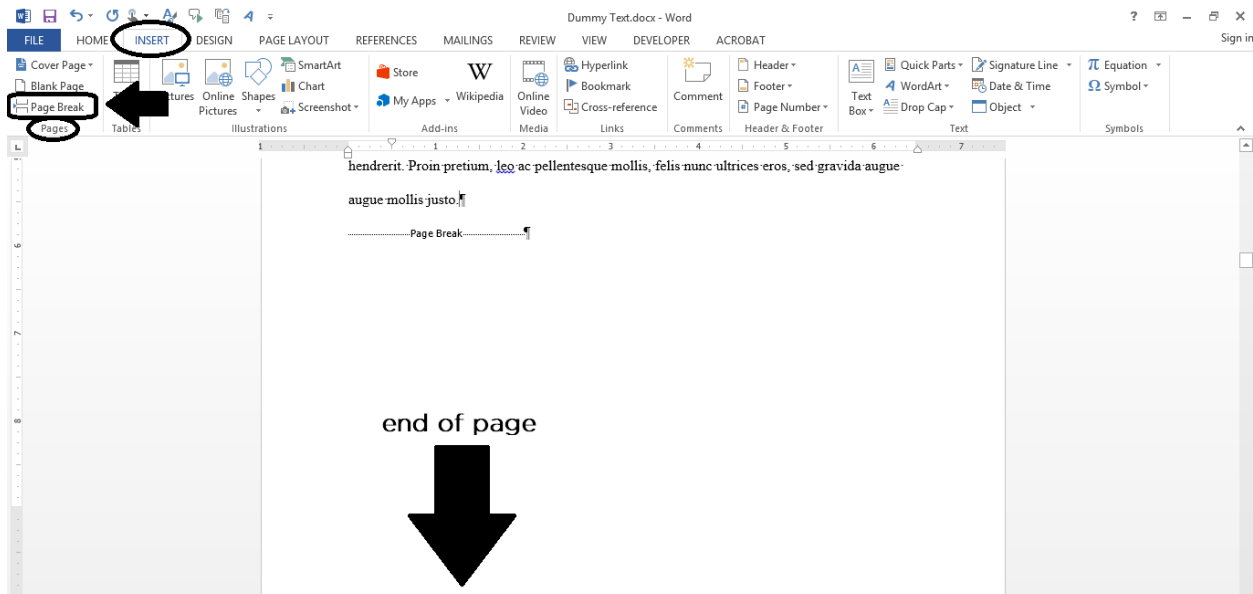
three hashtags

Center each one by clicking on it then going to **Home > Paragraph > center icon** or else using **ctrl-E**.



END OF CHAPTER

Click on the end of each chapter. Add a page break by going to **Insert > Pages > Page Break**.



The next chapter will automatically start on the next page. Just repeat chapter rules to format the entire document.

FINAL DOCUMENT

Genesis requires up to 16 page document: 1 page for synopsis and 15 pages of text.

First Impressions requires up to 6 page document: 1 page for synopsis and 5 pages of text.