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The Title Page (Always on the Right side)...This is where your Book's Title and Pen name will go.

Sample Typeset

*Bookman Old Style Font,
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***The Copyright page is
always on the left.***

***There are usually two blank pages
after the Copyright page - so that
all of the “front matter” or “front
pages” land on the right side of
the book.***

Blank pages do not display page numbers...though the numbers are still implied.

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All “Front Matter” or beginning pages before the first chapter are numbered by using Roman Numerals and always start on the right.

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The images under the Heading are called “glyphs” and are chosen by the typesetter to customize the look and feel of your book.

INTRODUCTION



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Chapter numbers and titles start 3 to 4 spaces down from the top of the page and do not have headers.

Chapter 1

Heading Title One



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Drop caps are used at the beginning of the first paragraph of each chapter. The font used is chosen by the typesetter to customize each book.

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Page numbering begins as Arabic numbers on the first page of the first chapter. Page numbers do not start at "1" but continues numbering from the beginning.

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The BOOK TITLE is the left page header and the CHAPTER TITLE is the right page header.

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Chapter 2

Heading Title Two

An example of a quote or Scripture.



Quotes and Scriptures Maecenas condimentum congue mauris, vitae feugiat velit pellentesque non. Integer nec sapien risus. Vestibulum eu lectus erat, nec pulvinar felis.

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All body chapters, (after chapter one), continue on consecutive pages, unless requested by the author that they all start on the right side.

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gravida non. In a nisl nec odio sodales tincidunt. Vivamus pretium. In hac habitasse platea

An example of a bulleted list

a nisl nec odio sodales tincidunt.

- Morbi consectetur metus id ipsum tincidunt eu tempus mi fermentum.
- Praesent sollicitudin nisi, a eros tempus in.
- Suspendisse ac tortor leo, et placerat leo.
- Sed placerat dui sed nisi pulvinar congue.
- Sed et velit purus, nec viverra nibh.
- Donec ac nisi eu dui vulputate tincidunt.
- Vivamus sit amet neque vel tortor bibendum aliquam.
- Vestibulum vehicula felis.
- In vel arcu in eros volutpat gravida.
- Mauris ultricies condimentum.
- Suspendisse tristique facilisis mi, vitae bibendum est pulvinar in.
- onec ac nisi eu dui vulputate tincidunt.
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(short sides on the left and right)*

**Landscape images may need to be reduced
or cropped to fit within margins.**



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(short sides on the top and bottom)*

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