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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*

Arial Font, 1.5 Spaced, 5.5x8.5

*By
Author Pen Name*



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Book Title
by Author Pen Name

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Unless otherwise indicated, Bible quotations are taken from The King James Version.

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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.*

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

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

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

Blank pages keep all “front matter” or pages before the first chapter to the right of the 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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Chapter 2

Heading Title Two

An example
of a quote or
Scripture.



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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.

Heading Title Two

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**An example of
a bulleted list**

- Morbi consectetur metus id ipsum tincidunt eu tempus mi fermentum.
- Praesent sollicitudin sollicitudin nisi, a rutrum 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.
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(short sides on the left and right)*

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



*Example of a portrait-oriented image:
(short sides on the top and bottom)*

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