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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*

*Calibri Font,  
Double Spaced, 5.5x8.5*

*By  
Author Pen Name*



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*Book Title*

by Author Pen Name

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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.***

## Table of Contents



<i>Introduction</i> .....	<i>vii</i>
<i>Heading Title One</i> .....	<i>9</i>
<i>Heading Title Two</i> .....	<i>12</i>

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

*Blank pages keep all “front matter” or pages before the first chapter to the right of the book.*

*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.*



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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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**An example of  
a bulleted list**

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- 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.
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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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