

HEADER

- 1/2" below top of page
- Surname: Roman / Title: Italic

BODY TEXT

- 1/2" indent: Pre-format (not spaces or tabs)
- 12-point Times New Roman
- Double-space

LONG QUOTES

- 1/2" indent both sides
- Single-space

PAGE MARGINS

- 1" margins all sides



Author Surname / Title—*CamCat and the Zombie Apocalypse*

CHAPTER 1

In the face of the zombie apocalypse, Sue “Awesome Sauce” Arroyo, CEO of CamCat Publishing, called her team to an emergency meeting at her home near Nashville. Helga and her son Gabe were the first to jump into action. Their car had been lost to vandals, but they quickly found a bus with which they ran over 922 zombies as they zigzagged across the states to pick up the rest of the editorial team, Cassandra and Bridget, before heading to Nashville.

Maryann, who had become obsessed with creating graphics of zombies in various states of decay, caught a ride with Laura, who had just received a blurb from zombie Stephen King for Jason Offutt’s upcoming book, *So You Had to Start a Zombie Apocalypse*. (Zombie Stephen King’s blurb was “BLEEEARGGHAAAAH!”).

Bill had been trying to decide if CamCat owed royalties to the authors who had become zombies when he got Sue’s call, and had an easy escape out of Minnesota since the zombies were slow on the frozen tundra. Meredith jogged to Sue’s house, using her advanced kickboxing and martial arts skills to knock the zombies out of her way.

Just as the assembled team began discussions on the crises, dozens of zombies burst through Sue’s doors. Meredith kicked the heads off a few, but soon the entire team was cornered. Sue said, “Well spit, team, I think we’re screwed.” Cassandra asked Bridget to “sing something pretty for us to listen to while the zombies chew on our body parts as we slowly die.”

Bridget began singing the CamCat jingle she herself had written. Then, amazingly, the zombies stopped, transfixed by her voice. She then sang, “Zombies zombies go away, don’t come again another day,” and they all turned around and left Sue’s house and stood by some of the rubble left from Sue’s never-ending renovations.

Bridget then sang “Hey zombies, go find a stone, then bash your head, in until you don’t move.” Sure enough, the zombies bashed their heads in. The CamCat team then bravely went around the world with Bridget singing for each and every last zombie to do themselves in. The rest is history: CamCat went on to dominate publishing in this new world.

CHAPTER HEAD

- Centered from left margin (not from indent)
- All caps / bold
- To start body text, skip a line after chapter head

BODY TEXT

- Do not justify right margin
- One space after each period
- No extra spaces between paragraphs

PAGE NUMBER

- 1/2" from bottom
- Centered