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[Here is where you should start your manuscript. Be sure to indent each paragraph. If your book is chaptered, “CHAPTER ONE-CHAPTER TITLE” should appear at the top of the page, centered. Subsequent chapters should each begin on a new page.]

[Do not add extra spaces between paragraphs unless this is intentional for your storytelling. The second page of your manuscript will have a header and footer that is different than the first page of your manuscript. See next page by what we mean. Use the Help feature in your word processing program (Microsoft Word is the publishing industry’s most popular program so you may want to consider using that for your manuscripts if you are not already.)]

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