

5 × 8 Manuscript Template

A short, editable Word starter for authors of fiction, nonfiction, poetry and children's books. **This is not a final print-ready KDP interior.**

READ FIRST — DELETE THIS INSTRUCTION PAGE BEFORE SENDING YOUR MANUSCRIPT.

HOW TO USE THE TEMPLATE

- 01 Replace all yellow-highlighted sample text with your own words. Remove highlighting when finished.
- 02 Write prose in Times New Roman, 12 pt, double-spaced. Poetry should preserve its intended lines and stanzas.
- 03 Use the prebuilt SIPC Body Text style. Use SIPC Chapter Title for each new chapter; it starts on a fresh page.
- 04 Keep the title page. Delete any optional pages or sections that are not relevant to your work.
- 05 Use normal paragraphs and Word page breaks rather than extra spaces, blank lines or text boxes.

YOUR FILE SETTINGS

PAGE SIZE 5 × 8 inches • **FONT** Times New Roman 12 • **PROSE** Double-spaced

FORMAT Word (.docx) preferred • **PAGES** Automatically numbered •

MARGINS Preset

BEFORE YOU EMAIL SIPC BOOKS

Include the manuscript, a short author bio and synopsis. Send to infosipc002@gmail.com

IMPORTANT: An accepted manuscript may be professionally re-typeset for print or eBook publication. This sample includes optional sections—use only those your book needs.

TITLE PAGE | Replace the yellow text

[YOUR BOOK TITLE]

[Optional subtitle — delete if not used]

by

[AUTHOR'S FULL NAME]

SUBMISSION DETAILS

Email address: [your email address]

Location: [City, Country]

Genre / category: [Poetry / Novel / Short Stories / Nonfiction /
Children's]

Total word count: [00,000 words]

Keep these details for editorial review. Replace the sample entries with your own information.

Dedication

[To someone meaningful to you,
or to a community, place or memory.]

OPTIONAL EPIGRAPH

[Insert a short quotation here, if appropriate.]

[— Name of quoted author / source]

Check permissions for copyrighted quotations. Remove the epigraph if it is not part of your book.

Contents

[Introduction — optional]

[Part One / Chapter One]

[Part Two / Chapter Two]

[Part Three / Chapter Three]

[Afterword — optional]

[References — nonfiction, if needed]

Replace these entries with your own section titles. Final page numbers and an automated table of contents can be prepared during book production.

CHAPTER ONE

[Chapter title, if applicable]

[Begin your first paragraph here. Replace the highlighted text with the opening of your book. This paragraph has no first-line indent.]

[Continue writing here. Additional paragraphs use an automatic first-line indent and double line spacing. Do not insert blank lines between paragraphs.]

[Add the rest of your manuscript. For new chapters, apply the “SIPC Chapter Title” style to the chapter heading so each chapter begins on a new page.]

POETRY / PICTURE BOOKS: Keep intended line breaks, stanza spacing, or illustration markers. SIPC Books will discuss production layout separately. **Delete this note.**

Acknowledgements

[Thank the people or organizations you would like to acknowledge. Delete this section if unused.]

About the Author

[Write a brief third-person biography: who you are, where you are from, and what you write about. Include relevant publications if any.]

References / Sources

[For nonfiction, provide any references or sources using one consistent citation style. Delete if not applicable.]

FINAL CHECK: Remove this guide page, all yellow-highlighted instructions, and any unused sample sections before submitting.