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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, Double Spaced, 5.5x8.5*

*By  
Author Pen Name*



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*Book Title*  
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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.***

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## 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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habitasse platea dictumst. Ut magna mauris, laoreet a

**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.
- Vestibulum vehicula felis.
- In vel arcu in eros volutpat gravida.
- Mauris quis nisl eu ante ultricies condimentum.
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