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# *Sample Typeset*

*Book Antiqua Font, 1.5 Spaced, 5.5x8.5*

*By  
Author Pen Name*



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always on the left.*

*There are usually two blank pages after  
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# Table of Contents



*Introduction* ..... *vii*  
*Heading Title One* ..... *9*  
*Heading Title Two* ..... *12*

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

*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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## Chapter 2

# Heading Title Two



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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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