PLAY SUBMISSION
STYLE GUIDE

Title

35pt Palatino Regular

Playwright Name

18pt Palatino Regular

APT Type Guide

Font: Palatino Regular, Bold and Italic
Font size: 10pt throughout, capped or italicised where indicated below.

HEADER STRAP (PLAY TITLE) - 10PT PALATINO BOLD / CAPPED / BLACK / CENTRED
HEADER STRAP (SCENE) - 10PT PALATINO REGULAR / CAPPED / BLACK / CENTRED
CHARACTER NAMES - 10PT PALATINO BOLD (CAPPED) / BLACK
Body Copy - 10pt Palatino Regular / black
Stage Directions - 10pt Palatino Italic / 90% tint black
Pagination - 10pt Palatino Bold / black

APT Formatting Guide

Use 10-point font throughout the manuscript (used here).
Use of italics for stage directions only.
Use an ordinary serif face type such as Palatino (used here).

The title page and other preliminary pages should be arranged in the following order:

- Title
- Characters (in order of importance)
- Setting & Time
- Scene Breakdown

Dialogue pages:

- Dialogue is single-spaced.
- Type speaker names in FULL CAPITAL letters, flush to the left margin (not centered).
- After the speaker name, type a tab and then begin the dialogue on the same line.
- Type stage directions in italics.

Guidelines for pagination:

- Numbering begins with the first page of dialogue.
- Numbers are at the bottom of the page and centred.
- Preliminary pages are numbered using lower case Roman numerals, but are not required.

Sample script

These are stage directions. JASON *enters and does something else on stage.*

JASON *(Saying something in a certain way)* This is a long line of dialogue, spoken by Jason for quite a long time.

More stage directions here.

JASON Some more dialogue spoken by Jason.

JASON *exits.*

Final Drafts

- Final drafts should be supplied as **A4 Microsoft Word or Adobe PDF files only.**

Page Layout

- Dialogue pages are formatted with a top margin of 40mm.
- Bottom, left and right margins are set at 25mm.
- Text to be fully left aligned, 25mm from the left hand side of the page.
  Please, do not right justify, centre or fully justify text.

Photography

- **Please remove any photography** from the manuscript. Text only.
- **Covers:** All cover artwork should be supplied separately, preferably as high resolution PDF or JPG files. Links to upload these files will be supplied when submitting your play. (minimum 150dpi). These will be displayed on our website, not in the 'extract' or 'download' files.
- Production photography and supporting files (reviews etc.) can be supplied separately, as high resolution PDFs or JPG files.

25mm

25mm

ACT ONE

SCENE 1

Stage directions are usually given in italics. Some writers put them in UPPER CASE ITALICS. OTHERS JUST PUT THEM IN UPPER CASE. *The main idea is to differentiate them clearly from the dialogue.*

CHARACTER 1   Dialogue is written in sentence case. Character names are given in upper case – again to differentiate them clearly from the spoken dialogue.

CHARACTER 2   It's a good idea to set a second-line tab so that dialogue always begins on the same vertical line. This makes it clearer and easier for actors to read.

CHARACTER 1   Dialogue is usually double-spaced *between* each character's speech, but single-spaced *within* a character's speech. This again makes it easier for the actors to differentiate between characters.

CHARACTER 2   Left align everything. *Don't* right hand justify the document.

CHARACTER 1   Use a font like Palatino or Times New Roman. Remember that this is a working document and must be easy for actors and directors to use.

Pause

CHARACTER 2   If you need to write in a pause, it should go in italics or upper case, the same as other stage directions.

CHARACTER 1   (*to herself*) Brief stage directions that specifically apply to one character can be put in the dialogue like this.

SCENE 2

It's a good idea to keep stage directions to a minimum. Directors and actors need the space to put their own interpretations on what you have written. So forget about directions like 'she picks up a glass of wine' or 'he smiles sadly' unless it is integral to the action of the play. They just annoy the director.

CHARACTER 3   Don't forget to paginate your script. It's also a good idea to put the name of the script on each page.

CHARACTER 1   Some writers also like to put their name and the copyright symbol © on each page as a footer. You don't need to do this. Your play is protected by copyright whether you put the copyright symbol on it or not.

CHARACTER 3   Leave a decent margin, as per directions on the previous page.
Only use one side of A4 paper.

CHARACTER 1   Proofread your finished script carefully after you print it out and before you send it to us. Check spellings, punctuation, line spacings etc. Your play doesn't have to be grammatically correct – and you might choose not to use standard punctuation – but it does need to be consistent. Poor proofreading suggests a lack of professionalism.

CHARACTER 2   When you submit a play script to a theatre company or a script development organisation, don't staple it or bind it. Use a simple bulldog clip that can be easily removed.