

Style Tags: Definition and Usage

Revision Date: 16 May 2019

Tag Name	Used for	Tag that auto-follows	Font			Line Spacing	Vertical Spacing		Horizontal Alignment	Indentation	Page Break Before
			Name	Size	Style		Above	Below			
Author	Author's name on cover page	Author	Times New Roman	16 pt	Bold	Single	24 pt	0 pt	Centered	None	No
Break	Scene Break	Normal	Times New Roman	12 pt	Plain	Single	12 pt	24 pt	Centered	0.3 inches First Line	No
Chapter-Number	Chapter number text	Chapter-Title	Times New Roman	18 pt	Bold	Single	96 pt	0 pt	Centered	None	Yes
Chapter-Title	Descriptive text at the beginning of a chapter	First-Paragraph	Times New Roman	36 pt	Bold	Single	24 pt	0 pt	Centered	None	Yes
Contact-Info	Author contact details on cover page	Contact-Info	Times New Roman	12 pt	Plain	1.5 lines	270 pt	0 pt	Left	None	No
Epigraph	Section title page	Epigraph	Times New Roman	12 pt	Plain or Italic	1.5 lines	132-pt	0 pt	Centered	0.4 inches from both right and left	Yes
First-Paragraph	First paragraph of a chapter	Normal	Times New Roman	12 pt	Plain	Double	96 pt or 156 pt (*)	0 pt	Left	None	No (**)

(*) Use 156 point if you don't use chapter numbers or titles
(**) Page Break = Yes if you don't use chapter numbers or titles

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Genre	Genre specification on cover page	Contact-Info	Times New Roman	12 pt	Plain	1.5 lines	270 pt	0 pt	Centered	None	Yes
Normal	Everything else	Normal	Times New Roman	12 pt	Plain	Double	0 pt	0 pt	Left	0.3 inches First Line	No
Subtitle	Section title page	Chapter-Number	Times New Roman	24 pt	Bold	Single	156 pt	0 pt	Centered	None	Yes
Title	Book Title on cover page	Author	Times New Roman	36-pt	Bold	Single	156 pt	0 pt	Centered	None	Yes