FILM SCRIPT FORMATTING CHECKLIST
FROM THE SCREENWRITER’S BIBLE

GENERAL FORMATTING:

- **Font**: Courier New or Courier, black, 12 pt. (p. 162)
- **Margins**: 1.5” on left, recommended 1” inch on all other sides (p. 162)
- **Pagination**: Upper right hand corner, flush to margin, 1/2 in. from top followed by period, title page blank (p. 163)
- **Line Spacing**: Single space throughout, double space after headings and between action/dialogue lines (p. 174)
- **Dialogue Indent**: at 25 spaces (2.5 in.), that’s 10 spaces from left margin (p. 163)
- **Actor’s Instructions Indent**: at 31 spaces (3.1 in.), that’s 16 spaces from left margin (p. 163)
- **Character’s Name Indent**: at 37 spaces (3.7 in.), that’s 22 spaces from left margin (p. 163)

TITLE PAGE (SAME AS FIRST PAGE OF TEXT)

- **Alignment**: Centered, title and author names 1/3 from top (p. 161)
- **Title**: You may place quotation marks around title, underline it, or both (p. 161)
- **Author Names**: Use “&” for two or more writers who collaborated; use “and” for writers brought for rewrites (p. 161)
- **Contact Information**: Place address, phone, email, etc. in bottom right hand corner (p. 161)
- **Copyright**: Place copyright in bottom left hand corner. You can also place your Writers Guild Association registration number there (p. 161)

MASTER SCENE HEADINGS (SLUG LINES): THREE PARTS

- **Camera Location**: For exterior or interior shots, use the abbreviations EXT. or INT. If a scene is outside and transitions inside (or vice versa) use INT./EXT. (p. 166)
- **Scene Location**: Place of scene (i.e., COFFEE SHOP, CLASSROOM, DORM ROOM etc.) (pp. 166-167)
- **Time of Day**: Do not use times on the clock, most commonly DAY or NIGHT (p. 167)
- **Write all in caps with a dash between the location and time** (p. 166)

SECONDARY SCENE HEADINGS (SLUG LINES)

- **Secondary Locations**: Different part of the Master scene location (p. 170)
- **Write new location in all caps, flush left as the heading, (i.e., COFFEE COUNTER)** (p. 170)

SPECIAL HEADINGS (SLUG LINES)

- **Montages, Series of Shots, Flashbacks, Inserts, and Dreams**: write in all caps along with main concepts or idea as the heading (pp. 175-181)
- **Use all caps heading to indicate when the special scene is over (e.g., END MONTAGE or BACK TO SCENE)** (pp. 175-181)

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