TV SITCOM FORMATTING CHECKLIST
FROM THE SCREENWRITER’S BIBLE

GENERAL FORMATTING:

- **Font**: Courier or Courier New 12 pt. (p. 231)
- **Margins**: 1.5” on left, recommended 1” inch on all other sides (p. 231)
- **Pagination**: Page number in the top right corner followed by a period possibly with the act and scene number in parentheses or the scene letter just below the page number (p. 232)
- **Line Spacing**: Double space dialogue, single space narrative description (pp. 233-234)
- **Dialogue Indent**: at 25 spaces (2.5 in.), that’s 10 spaces from left margin (p. 231)
- **Character’s Name Indent**: at 37-39 spaces (3.7-3.9 in.), that’s 22-24 spaces from left margin (p. 163)

TITLE PAGE (SAME AS FIRST PAGE OF TEXT)

- **Alignment**: Centered, title of show, title of episode, and author names 1/3 from top (p. 230)
- **Title**: In CAPS, Place show then episode title, may underline both, put episode name in quotation marks (p. 230)
- **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. (p. 232)
- **Scene Location**: Place of scene (i.e., COFFEE SHOP, CLASSROOM, DORM ROOM etc.) (p. 232)
- **Time of Day**: Do not use times on the clock, most commonly DAY or NIGHT (p. 232)
- Write all three in caps with a dash between the location and time, and underscore all three (p. 232)

GENERAL HEADINGS (SLUG LINES)

- **Act**: Begin and end each act by labeling them ACT ONE, END OF ACT ONE, centered in CAPS, may underscore (p. 232)
- **Scene**: For each scene, break to a new page, label each SCENE A, B, C, etc., centered, in CAPS (p. 232)
- **Character Names**: Some sitcoms include the characters in the scene directly under the Master Scene Heading in parentheses (p. 233)
- **Entrances, Exits, and Transitions**: Since sitcoms include few location changes, all entrances, exits, and first appearances of a character are underscored (p. 233)

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