

# PLAYWRITING FORMATTING CHECKLIST

FROM GORDON STATE COLLEGE<sup>1</sup>

## GENERAL FORMATTING:

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- Font:** Courier New 12 pt., **no exceptions** (p. 2)
- Margins:** 1.5" on left, 1" inch all other sides (p.5)
- Line Spacing:** Double space between dialogue & descriptions, single space throughout (p. 6)
- Dialogue:** Begin on left margin, run all the way across the page, don't right justify (p. 6)
- Stage Directions:** Appear in parentheses 2.75" from the left edge of the page, continue approx. 2.5" across (p. 6)
- Character's Name:** Appear in all caps, 4" from the left edge of the page (p. 6)
- Pagination:** Place page numbers in upper right corner, Place act and scene numbers at the top margin indented 4" from the left edge. If a one act play, use Arabic numerals (1,2,3, etc.). If multiple acts, use a Roman numeral for act, Arabic number for scene, and Arabic number for page (i.e. Act Two Scene Four Page 85 = II-4-85) (p. 5)

## TITLE PAGE

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- Alignment:** Top margin 3.5", left 4", bottom & right 1" (p. 3)
- Title:** 1/3 down, Flush left at 4" In CAPS, place an underscore line two spaces below title (p. 3)
- Author's Name:** Write "by" two spaces below underscore line and the author's name two spaces below the by (p. 3)
- Contact Information:** Lower right-hand corner (p. 3)
- Copyright:** If registered, place this information in the lower left corner, flush with left margin (p. 3)

## CAST OF CHARACTERS PAGE

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- Alignment:** Left Margin 1.5", 1" all around (p. 4)
- Title:** Label page Cast of Characters at the top, centered, underlined, Headline style capitalization (p. 4)
- Characters Names:** Flush left, underlined, followed by a colon and a character description (p. 4)
- Setting:** If there's enough room, place setting information (where the scene takes place & time) under the character list. If not, place on separate page (p. 4)

**PRACTICE NOW**

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<sup>1</sup> Gordon State University. "The Standard Stage Play Format." Yumpa, 2015, <https://www.yumpu.com/en/document/read/35521839/the-standard-stage-play-format-gordon-state-college>