

FORMAT LAYOUT GRID

↑TOP MARGIN - 1"

IALOGUE COLUMN 3.25" WIDE (NO MORE THAN 3.5")

RIGHT MARGIN - 1"↓

INT. OFFICE - DAY

Chicago. Columbus Day, 1919. A leather upholstered office. J. FILT. RICH, a widgets entrepreneur welcomes RED. DOWDY, a beefy contract killer.

J. FILT.
(shaking hands)

How do you do?

RED.
I am delighted to meet you.

LEFT MARGIN 1.5 inches minimum from left edge of page

LEFT MARGIN 1.75 inches allowed

LEFT MARGIN 2 inch maximum

↑DIALOGUE Begins 3 inches from left edge of page.

↑PARENTHETICAL Indent 2.2 inches from left margin or 6 spaces from dialogue line. Confine to a 1.5 inch column.

↑CHARACTER NAME Indent 2.7 inches from left margin or 12 spaces from dialogue line. Type name in CAPS.

BOTTOM MARGIN - Can vary with length of dialogue, ranging from 1.5 inch maximum to .5 inch minimum. 1 inch is preferred, however. ALWAYS leave at least one half inch on the bottom margin.