

TV SITCOM FORMATTING CHECKLIST

FROM THE SCREENWRITER'S BIBLE¹

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)

PRACTICE NOW

¹ Trotter, David. *The Screenwriter's Bible: A Complete Guide to Writing, Formatting, and Selling Your Script 6th Ed.* Beverly Hills, CA: Silman-James Press, 2014. Print.