

PLAY TITLE—ALL IN CAPS

Begin numbering pages from the start of the dialogue. The outline of the formatting follows below.

CHARACTER NAME

(Stage directions after CHARACTER NAME are indented about one inch, to the second tab stop, placed in parentheses, and single-spaced. **There is no line space between CHARACTER NAME and stage direction, and no space between stage direction and dialogue.**)

Hey! This is the dialogue which begins at the left margin and goes all the way over to the right margin. Lines of dialogue are single-spaced. If you want stage directions within a speech, use the following format.

(Indent, without skipping a line just as in the previous direction. If the stage direction remains short, note that there is no capitalization at the beginning of the stage direction and no period at the end. Look at the next short stage direction.)

Then continue the speech from the left margin without skipping a line. Look out: here comes a short stage direction.

(pausing to give you an example)

Or even...

(beat)

Do you understand?

SECOND CHARACTER NAME

Yes, I think so, and I see that you skip a line before the next Character Name. The second character's speech again begins at the left margin and runs across to the right.

(Remember that all the stage directions are indented, in parentheses, and single-spaced. When directions follow a speech, you skip a line before the next CHARACTER NAME, which you notice is capitalized when used within the stage direction, so that we know who is doing the action)

CHARACTER NAME

Now that's just about all you need to know (sighing) about script format—except, of course, that the margins must be one and one-half inches from the left, and one inch from the top, bottom, and right sides of the page.

(Did you notice that I inserted a small stage direction within the last speech?)

SECOND CHARACTER NAME

And you just keep going like this.

CHARACTER NAME

Yes.

SECOND CHARACTER NAME

Until the play you finish the play.

(BLACKOUT)