Screenplay Template

Formatting a screenplay is important to ensure that it follows industry standards and is simple for readers, producers, and actors to understand. Here's a basic guide on how to format a screenplay:

**Page Setup:**

* Use standard letter-sized (8.5" x 11") white paper.
* Use a standard font like Courier or Courier New.
* Set the font size to 12 points.
* Maintain 1-inch margins on all sides.

**Font and Spacing:**

* Use a monospaced font like Courier or Courier New.
* Double-space the entire screenplay.
* Single space between elements such as character names, dialogue, and action.

**Scene Headings (Sluglines):**

* Capitalize the location or setting (e.g., INT. LIVING ROOM - DAY).
* Use INT. for interior scenes and EXT. for exterior scenes.
* Include the time of day if relevant (e.g., DAY or NIGHT).

**Action Lines:**

* Describe the actions and events in the present tense.
* Keep action lines concise and to the point.
* Use active voice and avoid overly detailed descriptions.

**Character Introductions:**

* Capitalize a character's name the first time they appear in the screenplay.
* Include the age (if important) and any other relevant details.

**Dialogue:**

* Center the character's name above the dialogue.
* Use standard left-justified formatting for the dialogue itself.
* Keep dialogue concise and natural.

**Parentheticals:**

* Use parentheticals sparingly and only when necessary to clarify the tone or manner of speech.
* Place parentheticals directly under the character's name.

**Transitions:**

* Use transitions sparingly. Common transitions include CUT TO: FADE IN: FADE OUT: etc.
* Place transitions flush right on the page.

**Dual Dialogue:**

* Use dual dialogue when two characters speak simultaneously.
* Center both character names above their respective lines of dialogue.

**Scene Numbers:**

* Some writers include scene numbers in the screenplay.

**Title Page:**

* Include the title centered on the page.
* Below the title, list "Written by" followed by the writer's name.
* Add contact information in the bottom left or right corner.

**Revision Pages:**

* Include a revision page if there are changes to the screenplay.
* Indicate revisions with a revision date and a description of changes.

Software like Final Draft, Celtx, or WriterDuet can automate much of the formatting process and help you focus on your writing.

Remember that adherence to these guidelines can vary slightly, but maintaining a professional and consistent format is essential in the film industry.