

1. INT. OFFICE. DAY

1

The cover page should include the script title, the number of the draft, the copyright symbol, a date and your name and contact details.

All pages should be numbered in the top right hand corner. Use standard margins (2.5cm) at the top, bottom and right. A larger left margin is desirable, particularly for bigger scripts which may be bound on the side. Use a 3.9cm margin on the left hand side.

FONT - Courier 12 point.

2. INT. OFFICE. NIGHT

2

SCENE HEADINGS: should be numbered, in bold and uppercase. The scene number should be on the left, the location should be indented about 1.5cm and the time of day 0.5cm after that – a tab between each will do.

BODY TEXT (script description and action): should be left aligned. When a CHARACTER first appears in a script, the character name should be in uppercase. Thereafter (except when heading dialogue) it should always be in lowercase.

DIALOGUE: should be indented 3.4cm from the left and the right. The character's name above the dialogue should be in uppercase and indented 5.4cm from the left.

DORA

The dialogue is indented 3.4cm from the left hand side of the page as well as the right hand side.

DICK

What happens when you need to put directions in dialogue?

DORA

Read on to find out.

3. INT. DINING ROOM. MORNING

3

MORE ON DIALOGUE: If the dialogue is voice over (V/O) or the character speaking is off screen (O/S), this information is put next to the character's name.

DORA (O/S)

But there's more....

If you wish to use parenthetical directions to indicate how dialogue is to be spoken, you can do so in a separate paragraph, in lowercase and in brackets, indented 4.4cm from the left, between the character name and the dialogue.

DORA
(sweetly)
You are such a pain, Dick.

If a direction is minimal, it may be included in the dialogue, in uppercase and in brackets.

DICK
Where'd you go?... (CALLING)
Dora, come back. I'm not
finished.

If a longer direction is needed within a speech, it must go in an action paragraph and the dialogue which follows must have the character name and 'CONT'D' before the line.

DICK
Dora?

He walks towards the toilet door.

DICK (CONT'D)
Are you in here? I've got more
questions.

4. INT/EXT DINING ROOM. DUSK

4

Dora enters through another door, and coming up behind Dick drags him back outside.

When a scene starts at an interior location but moves to an exterior location, put INT/EXT in the scene heading as above (or EXT/INT if the scene starts outside and moves inside).

If the audience doesn't need to see the movement through the door, the interior action would be one scene, and the exterior location would be a new scene.

Alternatively you could invest in a script program for your computer. There are many of these available and some have become industry standard. Details are available via the website for the Australian Writers' Guild at www.awg.com.au