SUGGESTED SCRIPT LAYOUT

(Previously "Other Title")

by
DORA SMITH

Based on a book by
JEAN BROWN

(If you have developed the project with the assistance of
a government funding body you should indicate this here)

FIFTH DRAFT
FEBRUARY 2003
© DORA SMITH, JUNE 2000
150 William Street, Epping
NSW 2131, Australia
Ph: (61 2) 9553 3344

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