A SCRIPT STYLE SHEET

> 1. The following is an example of a script style sheet.
> 2. There are notes on how to use the style sheet at pages 3 & 4.

                                        DISSOLVE TO:

3. INT. SUPERMARKET – NIGHT

A YOUNG MAN with a pimply face is reading NATURE magazine at the checkout. TONI sits on the counter.

Note: Characters names are written in CAPS when we first meet them in a scene (and not after that) or when we first meet them in the script (and not after that). It is not industry standard practise to write character names in CAPS all the time.

                    TONI
                (matter of factly)
            Don't you know reading is bad for
            your eyes.

(**Note:** Character Names are centered at four and a half inches from the left and are in caps. Dialogue starts three inches from the left and should be not beyond two inches from the right. Write tone of voice, or attitude, in lower case in the brackets ie the parenthesis, not action)

                    YOUNG MAN
                (irritated)
            What do you want?

                    TONI
            You haven't got any big size
            Snugglers for girls.

                                        CUT TO:

(**Note** CUT TO: is not used between every scene but just when we cut to a completely different part of the story, or for a particular dramatic effect eg in a montage.

4. EXT. STREET OUTSIDE SUPERMARKET - NIGHT

FRANK has the crying baby LUCY in his arms and is
pacing up and down next to the car.

He reaches inside the back window and gets a green
water pistol off the back shelf.

He walks towards the supermarket doors as the baby
SCREAMS.

(Note: you can put some sounds in CAPS if you want
it to really stand out)

                                    DISSOLVE TO:

5. INT. SUPERMARKET - DAWN

The YOUNG MAN is lying unconscious across the
counter.

FRANK sits beside him twiddling with the water
pistol with one hand and supporting LUCY on his knee
with the other.

Lucy's face is covered in chocolate and crumbs.

(Note: Each separate line is assumed to be a
separate shot)

A packet of Large Size Snugglers for Boys is open on
the counter.

TONI is filling the last of about twenty yellow
Franklin's bags with tins and packets of baby-food.

                    FRANK
          She'll be fifteen by the time she
          gets through all that.

                    TONI
          Then we can sell it at a garage
          sale okay.

Toni starts heaving about half of the bags towards
the door. Her arm muscles are bulging.

Frank gathers up more bags in his free hand, Lucy
still clutched in the other.

                                    FADE TO BLACK:

(Note: Fade to Black denotes the passing of time)

Notes on how to use the style sheet

The best way to use this style sheet is to start by

a) making a copy of it and start using the copy to type your new script into. Keep the original template for use on later scripts.

b) The template works so that you start with SCENE HEADING style. After typing your heading press return and it will go into the style for ACTION. After using that when you press return it will go into CHARACTER NAME style and then when you press return it will assume you want DIALOGUE style next. When you press return again it will assume you want CHARACTER NAME and will keep on repeating CHARACTER NAME and DIALOGUE until you need to get out of that. So the "next style" pattern is as follows:-

TRANSITION
SCENE HEADING
ACTION
CHARACTER NAME
DIALOGUE
CHARACTER NAME
DIALOGUE

c) To get out of any style and into another you go to the pull down menu at the top left of your ruler above the document. If you click on this writing you are reading now, it will show the work ACTION in the dialogue box. To change to another style such as SCENE HEADING, CHARACTER NAME, PARENTHESIS, DIALOGUE or TRANSITION select it from the pull down menu using the mouse arrow and let go and you will be in the new style.

If you want to write the tone of voice, or attitude, in the parenthesis ie the brackets under the character name, press return after writing the CHARACTER NAME which will take you to DIALOGUE and then select PARENTHESIS in the pull down menu. If you press return after PARENTHESIS it will automatically take you BACK to DIALOGUE.

d) This script style template is correctly formatted and leaves the right spaces after scene heading and

character name etc. The font is Courier 12, which
is recognised as the standard font for scripts.

e) If you want to stay in the same format eg you
want a new line for a new piece of action, always
get into the habit of pressing SHIFT/RETURN because
if you just press RETURN it will take you into a new
style.