

The Ultimate Script Formatting Checklist

CELTx

If you're writing your script in Google Docs, use this checklist to make sure it's properly formatted. This will help your script look professional and readable, but remember, dedicated screenwriting software is the best resource out there.

Core Formatting Essentials

- Scene headings (INT./EXT.) are capitalized and left-aligned
- Scene headings include a clear location and time of day
- Action lines are written in present tense
- Action blocks are no more than 3–4 lines where possible
- Character names are capitalized and centred above dialogue
- Dialogue is consistently indented and not full-width
- Parentheticals are used sparingly and formatted correctly
- Transitions (CUT TO:, FADE OUT.) are capitalized and right-aligned

Consistency & Professionalism

- Font is a readable, screenplay-appropriate typeface (e.g. Courier-style)
- Font size is consistent throughout (typically 12pt)
- Page numbers appear in the correct position
- No manual spacing tricks using extra returns or tabs
- Character names are spelled the same way throughout
- Scene numbering is either consistent or removed entirely

If this checklist feels fussy or time-consuming, that's the point.

Screenwriting software like Celtx handles all formatting automatically, so you can focus on the writing, not the layout.