



**FORMATTING
PORTFOLIO**

**MISCHA
BORGNAES**

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FOREWORD

This ebook is a portfolio compilation extracted from various manuscripts formatted by Mischa Borgnaes, of The Electric Scroll.

Each sample page will be preceded by notes on why it was included in the portfolio and where it came from. Excerpts are grouped by what part of the book they contain.

As it would be extremely difficult to include the running heads and page numbers from each of the individual books the excerpts are taken from, those elements have been omitted. Typically, I include page numbers on the left and right bottom corners of all pages, not including the first page of each chapter, and front and back matter pages, which have no numbers. Running heads typically have the title on the left page and the author's name on the right page of a spread but may be done differently according to each book's need.

Generally speaking, the title page and the first page of chapter one are forced onto the right-hand page of a spread. Whether to force the first pages of succeeding chapters is a choice to be made by the author and book designer.

This ebook is best viewed as a two-page spread.

TITLE PAGES

Title Page from *Corpse on the Porch* by A M Jenner, copyright 2018, The Electric Scroll.

Included to show what can be done with just a text decoration – a border at the top and bottom of the paragraphs. The book cover features the suggestion of yellow crime-scene tape at the top and bottom, and the matching font and borders here are intended to replicate that feel.



**CORPSE
ON THE
PORCH**

A M JENNER

Title and map pages from *Tanella's Flight* by Scott Ashby, copyright 2013, The Electric Scroll.

Included to show the effectiveness of a very simple title page, decorated only with a drop shadow. Title pages do not have to be elaborate to be effective.

Also, the two-page map was included to show that maps don't have to be elaborately drawn, and that they don't need to be on the same page. Sometimes a continent needs to be split apart in order to print big enough to be seen properly.

Also note that there is overlap between the two halves of the map, so it's not too difficult to read in the center of the pages.

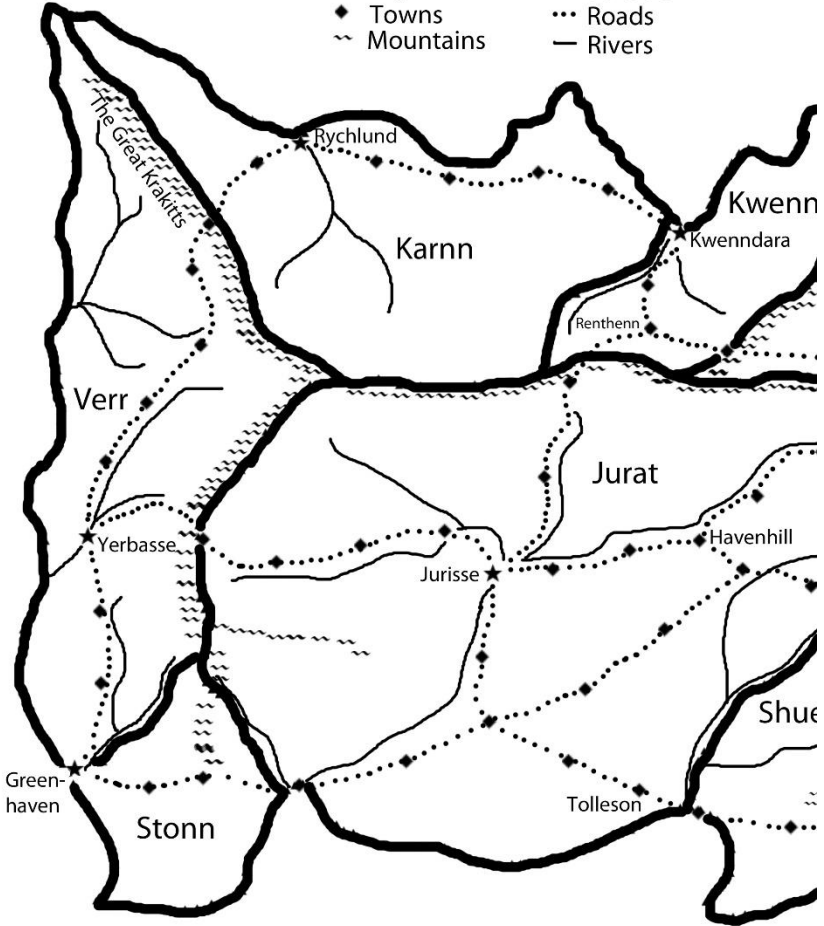


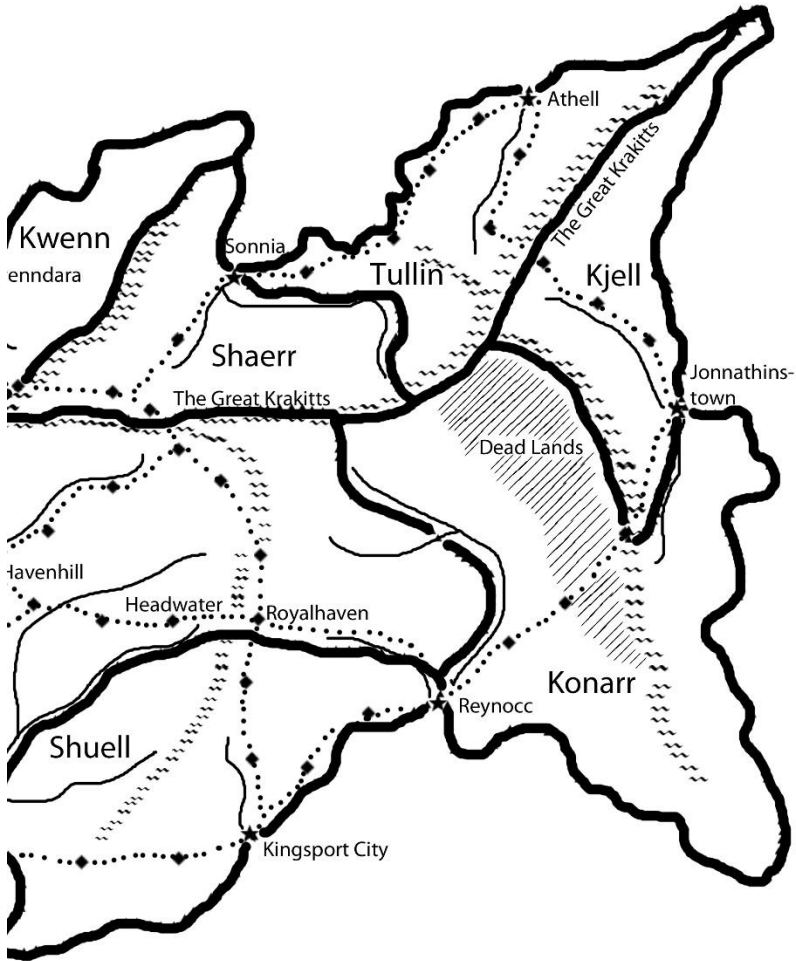
The Kwennjurat Chronicles

Tanella's Flight

Scott Ashby

- ★ Capital Cities
- ◆ Towns
- ~ Mountains
- Borders
- ⋯ Roads
- Rivers

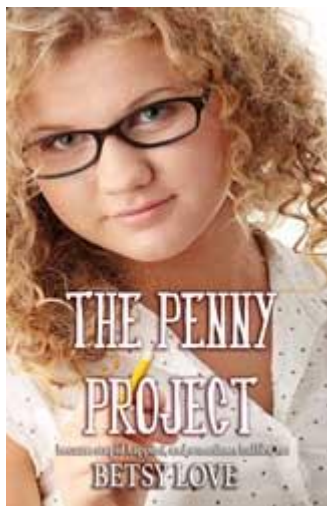




FRONT MATTER

The dedication page from *The Penny Project* by Betsy Love. Copyright 2014, Betsy Love.

Included to show that front matter pages have no headers, footers, or page numbers, and that the page titles, in this case, “Dedication” can – and should – be in a decorative font, preferably one that matches the title font from the front cover of the book.



DEDICATION

In loving memory of Spencer Moore
An inspiration to all who knew him

And to amazing teens everywhere who make a difference
in the lives of those who are different, challenged,
and otherwise feel lost and lonely.

The Thanks and Dedication page from *The Moms' Place* by Natalie Peck, copyright 2014, The Electric Scroll.

It's included to show that the thanks, or acknowledgments, can share the page with the dedication. Again, the heading fonts match the cover, providing a cohesive bond between the interior of the book and the cover, and bringing the feel of the cover to the inside, giving the reader a seamless transition, and therefore a better user experience.



Thanks & Dedication

A big Thank You goes to the entire CreateSpace team for their service. It is because of them I am able to get this book published and in the hands of my readers.

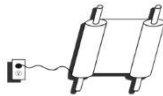
An even bigger Thank You goes out to all my loyal readers, who consistently care enough about my characters to read my books. May you long continue to enjoy.

The Moms Place is dedicated to my oldest daughter, who is entirely responsible for the plot and final chapter.

The copyright page from *The Miracle of Joie*, by Betsy Love, Copyright 2018, Betsy Love.

Included to show The Electric Scroll logo above the copyright notice, where your own logo can be inserted, and the importance of including information of all copyright information, including the cover.





Copyright 2018, Betsy Love

Cover Copyright 2018 Sarah Waggoner, used by permission.

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The characters in this book are fictitious. Any resemblance to actual persons, living or dead, is purely coincidental and entirely in the imagination of the reader.

The “Books by” page from *The Gravity of a Kiss* by Betsy Love, copyright 2019, Betsy Love.

Included to show an easy manner to handle books by a single author, some in a series, some not.



Books by Betsy Love

The Starbride Chronicles

The Captain and the Healer's Heart

Falling for a Fraud

Surrogate Hearts

The Matchmaker's StarBrides (Omnibus 1-3)

The Gravity of a Kiss

Other books

Identity

Soulfire

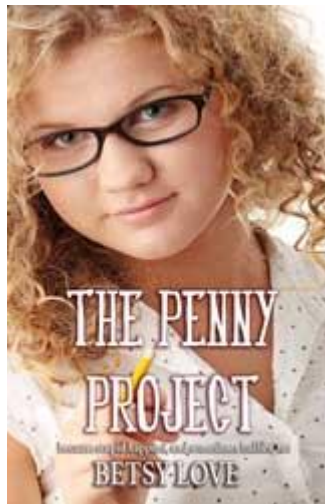
The Penny Project

Plotting for Pantsers in 6 Easy Steps

CHAPTER FIRST PAGES

Chapter one first page from *The Penny Project* by Betsy Love. Copyright 2014, Betsy Love.

Included to show “Chapter One” in the cover-matching font, and the quote beneath it. This page also shows that chapter headings are usually dropped down approximately 1/3 of the page from the top.



CHAPTER 1

“The flower that smells the sweetest is shy and lowly.”

~*William Wordsworth*

The longest summer of my life hasn't even begun to come to an end. All the way to school, I think about her. Lexi. The girl with the raven black hair. The one with a smile I wish was just for me. Back in May, she almost said yes when I asked her to go out with me, as in my steady girlfriend, and then she left for Mexico. Of all places to spend her summer.

And now the first week of school is coming to an end, and I haven't seen her yet, and none of her friends have heard from her. I hope she's okay. Bad things happen down there. I don't know why any parent would risk it.

I'm slumping in my seat, reading chapter one of my economics book.

“Jake.” Pierce pokes me. “Look who just walked in.”

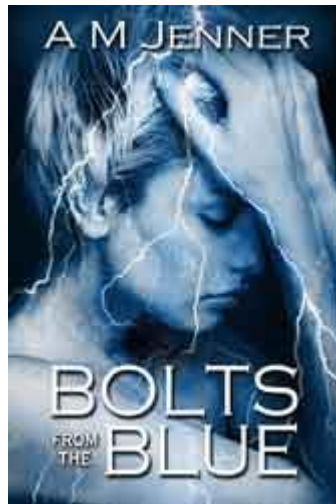
My chest warms like someone put a match to my heart. I look up from my notebook in anticipation. My heart falls into my stomach, and I feel sick.

A new girl stands in our classroom without a tardy pass, five full minutes after the bell rings. It's probably a good

Chapter Heading page from *Bolts from the Blue* by A M Jenner, copyright 2016, The Electric Scroll.

Included to show the use of graphics above the chapter title. The book cover has lightning bolts on it, and the book is themed with lightning bolts that carry electronic messages, such as emails and texts.

This book also features the use of drop-caps, lending weight to the beginning of the first paragraph of each chapter.





SEVEN

In the six months since they'd been fired, both women had gotten jobs, although not at the same company. They hadn't had to go to labor court to get their final paychecks, and Lexie had wondered if it had been because of Steven's intimidation of Miss Whymer. It didn't matter, she'd been glad not to have to appear on a witness stand to be grilled about the ribbons.

Shelley and Lexie had become fast friends, and it felt wonderful to be accepted for herself at last. They had become so close Lexie had admitted to seeing the emails, and Shelley had been enthusiastic about helping with the research.

Shelley had met a very nice man, Mark, at her new job, and had been dating him steadily for about three months now and he'd become Lexie's friend, too.

Lexie peeked out the window when Shelley and Mark pulled into the driveway. She felt the heat of her blush in her face and neck. She put a hand up to her cheek and realized her palms were sweaty.

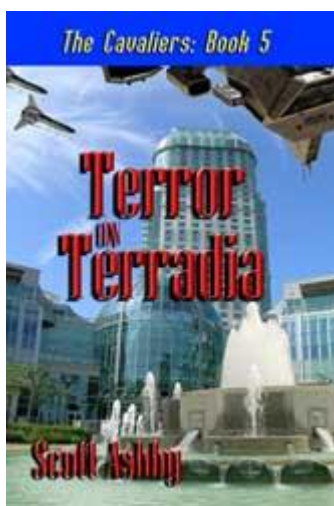
Oh, great! That's all I need; a clammy paw to shake my unknown, heretofore unseen date's hand with! Good job, Ninny! She took a hanky out of her pocket and wiped her palms dry. Too bad she was built upside down; her throat was dry and her palms were wet instead of the other way around.

Chapter heading from *Terror on Terradia* by Scott Ashby, copyright 2019, The Electric Scroll.

Included to show that chapters don't always have to be named "Chapter 1", "Chapter One", or the same, without the word 'chapter'. Because this book spans only three days, and many things are happening at the same time, the chapters are named with the time of day, and the location.

Also note what happens to drop caps when a chapter opens with dialog.

The fonts reflect the two fonts used in this series for the series title and the book titles.



~ 16:00 ~

~ *Terradia: Lokin's Living Quarters* ~

“It’s their own fault,” Charna said. “If they’d disbanded and disarmed like we’ve been asking, we wouldn’t have had to resort to violence.”

“Peace through strength, indeed,” Sarno said, his voice dripping sarcasm. “I’ll give them peace through strength. It’s our strength that will make them give up this empire-building and stick to our own planet. The Klodfons wouldn’t have started this war if they hadn’t been afraid the Fellowship was going to attack them.”

Lokin chuckled silently. Extremists were easy to control, especially if you played on their fears. They were – technically – correct. Had the Fellowship not been armed and already banded together, they wouldn’t be at war with the Klodfons. They would be slaves – and meat.

He’d seen enough of the Klodfons’ resources to know it

This page is from *Sigil of the Wyrms*, the first book in the “Into the Weirding” series by A. J. Campbell. Copyright 2015, A. J. Campbell, and published by Xchyler Publishing. Chapter head image made by Penny Freeman.

I included this page to show that the drop-cap doesn’t have to be the same font as the rest of the text, and also that the chapter head itself can be an image.

Because the C and H of the word Chapter are different sizes, and the overlap of the letters was desired, separate images were made for each chapter heading, and inserted in place of actual type. The images were scaled down and placed in the ebook, as well, which is the only way to get fancy fonts for the chapter headings in eBooks.



CHAPTER 2

THE FLEDGLING WHO CAME FOR BREAKFAST

Every little town has a square like this. Stone troughs overflow with red geraniums, war memorials stand festooned in plastic poppies, and old fashioned ice cream parlours are sandwiched between the new chip shop and the dry cleaners. Sometimes there's a statue to some local dignitary who, in spite of everything, no one really remembers. There's often a clock tower. It's made of tall, grey stone and looks like a miniature Big Ben, only without the Houses of Parliament stuck to one side. It has a door in the front with a huge rusty keyhole. And it's always locked. But in this particular square in this little town where the geraniums are a slightly more orange shade of red, the clock door opened, ever so slightly, and Dawlish slid out into the street. She looked up at the clock. It was ten minutes to twelve.

Across the square, a tall woman in white was watching

MID-CHAPTER PAGES

This page is from *Blog Post Mortem* by Mark Berkeland, Copyright 2016, Mark Berkeland.

The book is about the problems a man has after he starts a blog, and the blog posts start coming true in disastrous ways. It was included to show the difference between the book's narrative text, and the text of the blog post as the character was writing it.



or that the world had any interest in him sharing his daily existence with them, but rather because he was reading someone else's blog, and accidentally hit the "Get Your Own Blog" button. As usual, Jack's response had been "what the hell". He returned to his typing.

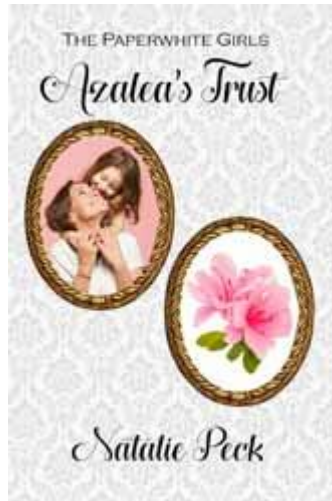
My goal, such as it was, was simple; acquire some milk, cheese, a loaf of bread, and my arch nemesis: fruit. The milk came easily enough, giving me little or no trouble as I snatched it mercilessly from its glassy cavern. The cheese was similarly a pushover, yielding easily to my voracious grasp. The loaf of bread was a piece of cake. This of course proved problematic, since I didn't *want* a piece of cake, I wanted a loaf of bread. But, after weighing my options (it turns out it was really a pound cake), I let it slide. Then I picked it up off the ground where it had slid and put it in my cart.

That left the fruit. Which, in retrospect, is what I should have done. But dammit, I was there for a *purpose*. I couldn't just go slinking off without the fruit I so desperately desired. That would leave me, like the rest of my life, fruitless. And who was I to scoff at the venerable "Food Pyramid", which insisted that I eat three to four helpings of fruit each and every day, regardless of race, creed, color, or gender? No, fruit *must* be had, and by golly, I was gonna have it.

Jack thought he was funny. But, unlike most people who think they are funny, Jack actually *was* funny. So starting a blog seemed like a natural way for him to let other people in on just how funny he could be. Sure, his friends and coworkers knew he could make them laugh, but there was a wider world out there, and Jack figured this could be a good way to tap into it. Always room for more in the audience, Jack told himself.

This page is from *Azalea's Trust* the first book in the Paperwhite Girls series. It's by Natalie Peck, copyright 2019, The Electric Scroll.

This page was included to show one way of handling moments when characters text each other.



facing the problem of how best to see to her daughter's welfare, only without Tom's help.

She needed milk and bread, and some Sprite for Maran, but she didn't want to take advantage of Tom and shop while he watched her daughter.

Azalea decided to text him and let him know it would be about half an hour's wait and see if he suggested anything. She walked over to the pharmacy's small waiting alcove and sat down. Pulling out her cell, she texted him, then awaited his response. It wasn't long in coming.

No prob. If u need 2 pick up a few things, do it while u wait. Maren's still asleep. We r fine. Take ur time. T.

Hmmm, he hadn't seen Maran's name in print. He used the normal spelling, not knowing her daughter's full name was a flower. He must have missed that little bit when they'd been in the ER room and she had asked for her daughter with both names, not sure which she would have been registered under. She smiled as she composed a note that would naturally have her daughter's name in it, so it didn't look like she was correcting his spelling.

Maran tends 2 stay asleep once u get hr there. She's got 2 b tired from today's workout. I'll take ur advice and pick up a few things while I wait. B out soon as I cn.
Thx 4 all u r doing 4 us.

She reread it just in case the auto-correct function had played with any of her words, and, finding none, she punched the send button. She took a moment to let Ruthie know what

This page is from *An Independent Love Affair* by Natalie Peck. It's copyright 2016, The Electric Scroll.

It was included to show a variation on the scene break. This scene break was created by using a dingbat font, Americanic, and choosing the letter that would produce the flag image.

Small images could also be included for a scene break.



images of Logan the Hunk, followed by brain-bruising fights with her conscience on the subject. Her mind torment was by far the most taxing of all the activities she engaged in daily.

In the evening after Tina was down for the night and the twins were in bed, Cate checked her emails, looking for a reply to one of the two dozen or so résumés she'd sent out. There'd been no answers yet, and she was worried.

Also lying heavy on her mind was the pile of bills resting on her desk at home. The sustaining grant money she'd had during college was nearly gone. Without a job, she'd lose her apartment. She had no roommate, so she had only herself to rely upon financially.

The college program had touted jobs were easy to come by, but she hadn't found anything in the two months since graduation. She'd graduated in the top 1% of the class with her bachelor's degree in computer programs and systems design, sure she'd get a great job right away. Yeah, right.



As Cate closed the computer down for this night, she was glad she could be up tomorrow without the crutches.

She'd made herself stay on the awkward things an extra day, but she wanted the doctor to eat his unspoken challenge of her non-obedience and his expectation she'd need to be hospitalized. His surprise reaction would be worth the extra day she'd been careful.

Tina told her Edward was trying to swing taking his vacation a bit early. Together with his family sick leave, he would be able to take nearly two months off to help her through this last bit of the pregnancy and with the new babies

BACK MATTER PAGES

This “About the Author” page is from *Corpse on the Porch* by A M Jenner, copyright 2018, The Electric Scroll.

It was included to show that the front and back matter sections should have similar settings to the chapter heads, as well as reflecting the cover.



ABOUT THE AUTHOR

A M Jenner is a mother and grandmother who lives in Gilbert, Arizona with her family, a car named “Tardis”, and around 5,000 books. A self-professed hermit, she loves interacting with her fans online, and was last seen entering the library.