**How to Use this Form**

This document has all the necessary elements to write your chapter. The number of words shown in each section is merely a suggestion; however, you will want to have anywhere between 2,500 and 3,000 words (maximum) for a more substantial telling of your story.

**To begin**, if you know what the title of what your installment will be, double-click the instruction, “Type the chapter title here,” at the very top of this page. The page header will open for you to fill in both the title and your name, as you wish it to appear in the book. When finished, double-click in the body of the page, where you will be able to enter your chapter details.

**To help with the writing**, I’ve broken down the process into five (5) components: My Message, My Back Story, The Main Event, The Wrap-Up, and My Bio. Each section will have a short description of what’s needed for completion.

**As you add to the document**, pagination will automatically occur; hence, page breaks are not necessary. Remember to save your work often and in a folder on your computer designated to your writing.

**When finished**, email your submission to PeggyLee@CourageousWomenPublications.biz as an attachment. You will then receive a confirmation email from me. If I have any questions, you will be contacted.

**My Message**

**This is for your use only, to describe in one or two sentences, of the message you want to impart on the reader. Triple-click in the text below to get started.**

**[begin your message here]**

**My Favorite Quote**

**Add your favorite quote here that would enhance your story. Make certain it is verbatim and credit the author.**

**[quote and author]**

**My Back Story**

**This section is the intro of your chapter leading into the crux of the main pain point. Triple-click in the text below to get started. Recommended total word count in this section is 500.**

**[begin your back story here (500 words)]**

**The Main Event**

**This section is the body, or meat, of your story, the pain you’ve endured, the lessons learned, the process or steps you took to gain strength, to overcome, to thrive, to heal. Create a list of 5-7 points, or topics, you wish the reader to know about. Each point will have between 250 and 300 words. Triple-click in the text below to get started. Recommended total word count in this section is 1,750.**

[begin your main event here (1,750 words)]

Point 1

Point 2

Point 3

Point 4

Point 5

Point 6

Point 7

**The Wrap-Up**

This last section is your conclusion which brings the reader full circle. List your triumphs, where you are now. Include, perhaps, a call to action for the reader, so they, too, can survive and thrive after what is happening in their life. **Triple-click in the text below to get started. Recommended total word count in this section is 750.**

[begin your wrap-up here (750 words)]

**My Bio**

This information will be added to the back of the book, highlighting each contributing author. Either double-click or triple-click (to select entire line) on the sub-names below to enter the specific information.

Name

Email

Best Phone

Website/Social Media (limit 5)

75-Word Elevator Pitch

*formula to help with the pitch:*

My **dream/goal** is to **assist/help** **authors/coaches/mothers/teachers** to **eradicate fatigue/increase energy/gain financial freedom** so they can **live a life of luxury/get out of debt/find resources** to **live their best life/find love/lose weight** once and for all.

**Save & Submit**

**Once you are satisfied with your writing, please email this document, as an attachment, to** PeggyLee@CourageousWomenPublications.biz**.**

**Notes**