

# Manually creating a single issue template for your repository

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When you add a manually-created issue template to your repository, project contributors will automatically see the template's contents in the issue body.

This is the legacy workflow to create an issue template. We recommend using the upgraded multiple issue template builder or issue forms to create issue templates. For more information, see "[About issue and pull request templates](#)."

You can create an `ISSUE_TEMPLATE/`subdirectory in any of the supported folders to contain multiple issue templates, and use the `template` query parameter to specify the template that will fill the issue body. For more information, see "[Creating an issue](#)."

You can add YAML frontmatter to each issue template to pre-fill the issue title, automatically add labels and assignees, and give the template a name and description that will be shown in the template chooser that people see when creating a new issue in your repository.

Here is example YAML front matter.

```
---
name: Tracking issue
about: Use this template for tracking new features.
title: "[DATE]: [FEATURE NAME]"
labels: tracking issue, needs triage
assignees: octocat
---
```

**Note:** If a front matter value includes a YAML-reserved character such as `:`, you must put the whole value in quotes. For example, `":bug: Bug"` or `":new: triage needed, :bug: bug"`.

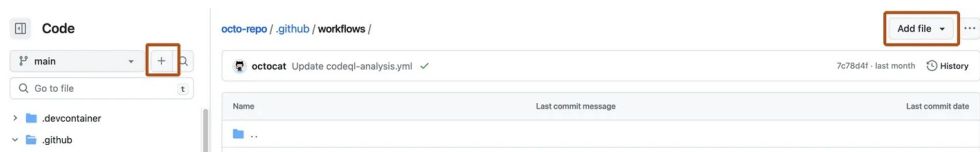
To be displayed with a ✓ checkmark in the community profile checklist, issue templates must be located in the `.github/ISSUE_TEMPLATE` folder and contain valid `name:` and `about:` keys in the YAML frontmatter (for issue templates defined in `.md` files) or valid `name:` and `description:` keys (for issue forms defined in `.yml` files).

You can create default issue templates and a default configuration file for issue templates for your organization or personal account. For more information, see "[Creating a default community health file](#)."

## Adding an issue template

- 1 On GitHub.com, navigate to the main page of the repository.
- 2 Above the list of files, select the **Add file** ▾ dropdown menu, then click + **Create new file**.

Alternatively, you can click + in the file tree view on the left.



- 3 In the file name field:
  - To make your issue template visible in the repository's root directory, type the name of your *issue\_template*. For example, `issue_template.md`.
  - To make your issue template visible in the repository's `docs` directory, type `docs/` followed by the name of your *issue\_template*. For example, `docs/issue_template.md`,
  - To store your file in a hidden directory, type `.github/` followed by the name of your *issue\_template*. For example, `.github/issue_template.md`.
  - To create multiple issue templates and use the `template` query parameter to specify a template to fill the issue body, type `.github/ISSUE_TEMPLATE/`, then the name of your issue template. For example, `.github/ISSUE_TEMPLATE/issue_template.md`. You can also store multiple issue templates in an `ISSUE_TEMPLATE` subdirectory within the root or `docs/` directories. For more information, see "[Creating an issue](#)."

- 4 In the body of the new file, add your issue template. This could include:
  - YAML frontmatter
  - Expected behavior and actual behavior
  - Steps to reproduce the problem
  - Specifications like the version of the project, operating system, or hardware

- 5 Click **Commit changes...**

- 6 In the "Commit message" field, type a short, meaningful commit message that describes the change you made to the file. You can attribute the commit to more than one author in the commit message. For more information, see "[Creating a commit with multiple authors](#)."

- 7 Below the commit message fields, decide whether to add your commit to the current branch or to a new branch. If your current branch is the default branch, you should choose to create a new branch for your commit and then create a pull request. For more information, see "[Creating a pull request](#)."

☐ Commit directly to the `main` branch.

☒ Create a **new branch** for this commit and start a pull request. [Learn more about pull requests.](#)

`octocat-patch-1`

**Propose changes** **Cancel**

Templates are available to collaborators when they are merged into the repository's default branch.

8 Click **Commit changes** or **Propose changes**.

## Further reading

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- "[About issue and pull request templates](#)"
- "[Configuring issue templates for your repository](#)"
- "[Creating an issue](#)"

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