

# Style Sheet

**Title:**  
**Author:**

## Language Preferences/Style

Regional Spelling	Choose either of the following: <ul style="list-style-type: none"><li>• British English eg colour, kerb, behaviour</li><li>• US English eg. Color, curb, behavior</li><li>• Other preferred English (eg. Canadian)</li></ul>
iz/is Suffixes	Choose: <ul style="list-style-type: none"><li>• Organization (acceptable in Canada, US, and UK)</li><li>• Organization (acceptable in UK)</li></ul> Watch out for words that always take -is spelling eg. compromise
Slang/Jargon/Idioms/Other	Include brief notes on profanity, made-up words, foreign word usage, and regional variations such as lift vs elevator, sidewalk vs pavement

## Big-picture Elements

Primary Narrative Tense	Examples include: <ul style="list-style-type: none"><li>• Third-person past (She ran towards the river.)</li><li>• First-person present (I run towards the river.)</li><li>• First-person past (I ran towards the river.)</li></ul>
Point-of-View Structure	Examples include: <ul style="list-style-type: none"><li>• One character's point of view throughout whole book</li><li>• Different single characters' points of view in different chapters</li><li>• Multiple points of view within one chapter</li></ul>
World-building Rules	Include brief notes on anything of note eg. differences in physics

## Formatting and Layout

Abbreviations/Contractions	Choose either of the following: Dr. Mr. Mrs. (full points) Dr Mr Mrs (no full points)  Recommended: RPMs, FBI, NATO, BBC, NASA
Chapters	All chapters set on fresh page and numbered in chronological order (recommended)
Ellipses	Spaced either side (recommended) <ul style="list-style-type: none"><li>• "No. Not ... that again."</li><li>• He fell to the bottom ... and sank.</li></ul>

## Style Sheet

<p>Numbers (general)</p>	<p>Numbers in a range are linked with an en dash (not a hyphen)</p> <ul style="list-style-type: none"> <li>• 2001–2020</li> </ul> <p>Spell out numbers in narrative text unless doing so introduces awkwardness or goes against convention (recommended)</p> <ul style="list-style-type: none"> <li>• They ran for ten miles.</li> <li>• He turned fifty last week.</li> <li>• “Quick. Call 999.”</li> <li>• In 1987, she was three years old.</li> <li>• They walked five hundred miles.</li> </ul>
<p>Paragraph Indentation</p>	<p>Recommended:</p> <ul style="list-style-type: none"> <li>• First paragraphs in chapter or section: not indented</li> <li>• Body text paragraphs: indented</li> <li>• Use proper indents, not tabs</li> </ul>
<p>Possessives</p>	<p>Single possession: an apostrophe and s are generally used with personal names ending in an s, x, or z sound as long as pronunciation isn't hampered</p> <ul style="list-style-type: none"> <li>• Louise's dog</li> <li>• Marx's treatise</li> <li>• Charles's essay</li> <li>• John Davies' car (car belonging to John Davies)</li> <li>• John Davy's car (car belonging to John Davy)</li> </ul> <p>Plural possession: use an apostrophe alone after the name or word (unless it doesn't end with an s):</p> <ul style="list-style-type: none"> <li>• the Patels' house (where Mr Patel and his son live)</li> <li>• women's rights</li> <li>• people's thoughts on the matter</li> <li>• the houses' front gardens</li> </ul>
<p>Public Buildings and Published Works</p>	<p>Capitalise named buildings, use lower case for generic terms (recommended):</p> <ul style="list-style-type: none"> <li>• the River Thames; they walked along the river</li> </ul> <p>Songs take quotation marks, albums take italics (recommended):</p> <ul style="list-style-type: none"> <li>• 'Box of Rain' from the album <i>American Beauty</i></li> </ul> <p>Magazine and book titles take italic; chapter titles take quotation marks (recommended):</p> <ul style="list-style-type: none"> <li>• Chapter 2. 'The long walk home', in <i>A Trip of a Lifetime</i></li> </ul>

## Style Sheet

Punctuation	<p><b>Dashes:</b> choose from either of the following:  <i>En Rules:</i> spaced when used for parentheses. Eg. He–that is, my husband–is a gem (more common in UK style)  <i>Em Rules:</i> closed u when used for parentheses. Eg. He—that is, my husband—is a gem (more common in US style)</p> <p>Special treatment at the end of sentences (recommended):</p> <ul style="list-style-type: none"> <li>• closed-up em rules for end of sentence interruptions. Eg. “But—”</li> <li>• space before ellipses in trailing-off sentences. “Oh, I see. Well ...”</li> </ul> <p><b>Serial Comma:</b> choose to use or not, but aim for consistency (though be ready to break from consistency, or recast, to avoid confusion):          I like dogs, cats and mice.          I like dogs, cats, and mice.</p> <p>Questioning within sentences should include the question mark (recommended):</p> <ul style="list-style-type: none"> <li>• What the hell’s that? she thought.</li> </ul>
Quotations/Speech Marks	<p>Choose either of the following:</p> <ul style="list-style-type: none"> <li>• singles (nested doubles): ‘Did you hear that? She said, “Not in a million years.” I can’t quite believe it.’</li> <li>• doubles (nested singles): “Did you hear that? She said, ‘Not in a million years.’ I can’t quite believe it.”</li> </ul>
Section Breaks	Aim for consistency
Spaces	<p>Replace double spaces with single spaces.          Remove rogue spaces at end and beginning of paragraphs.</p>
Speech and Thoughts	<p>Out-loud speech (recommended): use speech marks – double or single as per your preference.          Unspoken speech/thoughts: choose from:</p> <ul style="list-style-type: none"> <li>• <i>I can’t do this</i>, he thought.</li> <li>• I can’t do this, he thought.</li> </ul>
Time Styles	<p>Times of day in even, half, and quarter hours are usually spelled out in text. With o’clock, the number is spelled out (recommended):</p> <ul style="list-style-type: none"> <li>• Her day begins at four o’clock in the morning.</li> <li>• The meeting continued until half past two.</li> <li>• We’ll start again at ten thirty.</li> <li>• Cinderella needs to leave the ball before midnight.</li> </ul> <p>With a.m. and p.m. and 24-hour clock, use numerals (recommended):</p> <ul style="list-style-type: none"> <li>• <i>US style:</i> The first train leaves at 5:22 a.m. and the last at 11:00 p.m.</li> <li>• <i>UK style:</i> The first train leaves at 5.22 a.m. and the last at 11.00 p.m.</li> <li>• <i>24-hour clock style:</i> the first train leaves at 05:22 and the last at 23:00.</li> </ul>
Titles and Ranks	Lower case when used generally, but an initial capital letter when used in a form of address, before a name, or as part of a name (recommended):

## Style Sheet

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• A sergeant; but “Good evening, Sergeant!”</li><li>• I looked at my ma, but “What do you think, Ma?”</li><li>• “Yes, sir.”</li><li>• “The president will see you now.”</li></ul> |
|--|---|





*Style Sheet*

Timeline – Key Points/Shifts


# Style Sheet

## Spelling Preferences

AB	CD	EF
GHI	JK	LM
NO	PQ	RS
TU	VW	XYZ