

## Style Sheet 1: Alphabetical Spelling

A B C	D E F
G H I	J K L
M N O	P Q R
S T U	V W X
Y Z	

## Style Sheet 2: Names & Chronology

<p><b>CHARACTER/PEOPLE</b></p>	<p><b>PLACES</b></p>
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<p><b>KEY DATES</b></p>	<p><b>TIMELINE/CHRONOLOGY</b></p>
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## Style Sheet 3: General Conventions

<b>PUNCTUATION</b> <ul style="list-style-type: none"><li>• quote marks</li><li>• series comma</li><li>• en / em dashes</li><li>• commas (clauses, introductory phrases)</li><li>• bullet points; capitals/end punctuation</li><li>• colons; capitals/end punctuation</li><li>• periods in abbreviations</li></ul>	
<b>GRAMMAR</b> <ul style="list-style-type: none"><li>• restrictive clauses (which, that)</li><li>• verb agreement collective nouns</li><li>• past tense forms</li></ul>	
<b>NUMBERS &amp; DATES</b> <ul style="list-style-type: none"><li>• numerical or spelled out rules</li><li>• numerical form (eg 2000 or 2,000)</li><li>• AD/BC ; BCE/CE</li><li>• day/month/year format</li><li>• ordinals</li><li>• distances &amp; measurements</li></ul>	
<b>LEXICAL RULES</b> <ul style="list-style-type: none"><li>• standard dictionary references</li><li>• syllable hyphenation for line breaks</li><li>• capitalization</li><li>• contractions</li><li>• abbreviations</li><li>• compound words</li><li>• see also Style Sheet 1 Alphabetical</li></ul>	
<b>FORMATTING</b> <ul style="list-style-type: none"><li>• italics (emphasis, foreign words, internal dialogue; titles)</li><li>• indenting (citations, letters, etc)</li><li>• headings and subheadings</li><li>• footnotes</li><li>• captions</li><li>• bibliography</li></ul>	

## Style Sheet 4: Running Notes

## Notes / Areas to consider

- List punctuation rules—serial comma or no serial comma, em dash rather than parentheses etc.
- List rules for bullet points with respect to capitals and end punctuation
- Spell out the rules for using numerals and/or words for numbers. Note numerical form: is it 2,000 or 2000?
- Restrictive and non-restrictive clauses; note if “which” is acceptable in place of “that” for American English restrictive clauses
- Note expectations with respect to British/Canadian English and American English spellings
- Note how and when contractions will be used
- Spell out uses of quotation marks and/or italics, especially for unusual words, for emphasis, or for words in languages other than English
- Outline punctuation related to quotations
- Outline footnote format
- Outline expectations for the use of square brackets
- List abbreviations.
- List words that are always capped
- List hyphenated words or unusual compound words
- Outline caption style
- Outline style standards for headings, titles on graphics
- List hard-to-spell names in the “Names” column with the first spelling you find for each
- List geographical names used frequently that could be misspelled
- Note anything unusual in the “Running Notes” section that other readers should know about — keep track of anything that would enhance consistency

Notes based on *theeditorsblog.net*