Style Sheet

# Title of project:

# Author:

## References

|  |  |
| --- | --- |
| Style guide | Examples include:* Chicago Manual of Style
* New Hart’s Rules
 |
| Dictionary | Examples include:* Oxford Dictionary of English
* New Oxford Dictionary for Writers and Editors
 |
| Others | Examples include:* Blue Book of Grammar and Punctuation
 |

## Main narrative choices

|  |  |
| --- | --- |
| Tense | Examples include:* present tense
* past tense
* future tense
 |
| Point of view | Examples include:* first person
* second person
* third-person omniscient
* third-person limited
* third-person multiple
* third-person objective
 |

## Formatting and layout

|  |  |
| --- | --- |
| Chapters | Recommended:* all chapters set on fresh page

Choose from:* chapters numbered in chronological order, with or without ‘Chapter’, e.g., 1 or Chapter 1

or* chapters titled
 |
| Font | Examples include:* standard font, e.g., Times New Roman, Baskerville
* font size 12
 |
| Line spacing | Choose from:* 1.25 space between lines
* 1.5 space between lines
 |
| Paragraph indentation | Recommended:* first paragraph in chapter or section: full out, i.e., not indented
* body text paragraphs: indented
* indents (not tabs) set to 1.27 cm (0.5 in)
 |
| Section breaks | Recommended:* to avoid confusion with line spacing, indicate section breaks with either asterisks or dashes
* aim for consistency
 |
| Spaces | Recommended:* single spaces between sentences
* remove rogue spaces at the beginnings and ends of paragraphs
 |

## Spelling and hyphenation

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| --- | --- |
| Regional spellings | Choose from:* British English
* US English
* other
 |
| Suffixes | Choose from:* -ise, -ised, -isation

or* -ize, -ized, -ization
 |
| Hyphenation | Examples include:* Do hyphenate compound modifiers if they come before the noun:
	+ e.g., a well-known story
* Do not hyphenate compound modifiers if they come after the noun:
	+ e.g., the story is well known
* Do not hyphenate adverbs ending -ly
	+ e.g., a carefully crafted manuscript *not* a carefully-crafted manuscript

Whatever decisions you make regarding hyphens, aim for consistency. |

## Punctuation

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| Apostrophes | Recommended:Singular possession:* the girl’s flask
* anyone’s guess

An apostrophe and s are generally used with personal names ending in an s, x, or z sound* Charles’s car
* Thomas’s rucksack
* Marx’s treatise

If this creates difficulty with pronunciation, the additional s may be omitted:* Nicholas’ jacket

Plural possession: After words that do not end in s:* women’s rights
* children’s activities

After words that end in s, use an apostrophe alone:* our neighbours’ dogs
* other countries’ climate targets

Contractions:Use an apostrophe in place of missing letters:* don’t (do not)
* we’ll (we will)
* it’s (it is)
 |
| Commas | Serial comma: the decision whether to use a serial comma is yours, but make sure use is consistent throughout the text, and be prepared to break from consistency if usage creates confusion.Choose from:* I bought eggs, ham and onions.

or* I bought eggs, ham, and onions.
 |
| Ellipses | Recommended:* Spaced either side
	+ It couldn’t be … not him … not again.
	+ ‘I’m sorry, I … I don’t know what to …’
 |
| Dashes | Choose from the following based on regional style choice:* en rules – spaced when used for parentheses (more common in UK style)
	+ Sarah – of all people ­– shouldn’t have been embarrassed.
* em rules – closed up when used for parentheses (more common in US style)
	+ Sarah—of all people—shouldn’t have been embarrassed.
 |
| Question marks | Recommended:Questions within sentences should include the question mark:* Why do I even bother? he thought.
 |

## Shape  Description automatically generatedCapitalisation – all recommended

|  |  |
| --- | --- |
| Formal and informal references | * Cambridge University; the university
* the Royal Air Force; the air force
* the Ritz Hotel; the hotel
 |
| Institutions and organisations | * the United Nations
* the World Bank
* the House of Lords
 |
| Geographical locations and buildings | * Trafalgar Square
* the Eiffel Tower
* the Bridge of Sighs
 |
| Events | * the Great Fire of London
* the First World War
 |
| Titles and ranks | * Winston Churchill, the prime minister; Prime Minister Winston Churchill
* Ms Brown, the head teacher; Head Teacher Helen Brown
* ‘Your mother will return soon’; ‘Please, Mother, can I?’
 |

## Abbreviations

|  |  |
| --- | --- |
| Acronyms | Recommended:* AWOL, BBC, DNA, UK, UN, US
 |
| Contractions | Choose from:* Dr. Mr. Mrs. Revd. (full points)

or* Dr, Mr, Mrs, Revd (no full points)
 |

## Numbers

|  |  |
| --- | --- |
| General principles | Recommended:Spell out numbers in narrative text unless doing so goes against convention or hinders the reading experience:* a six-year-old
* fifteen years
* 7-Eleven
* ‘Call 999.’
 |
| Number ranges | Recommended:Link number ranges with an en rule:* 1634–1635
* Pages 46–48
 |
| Times of day | Recommended:With reference to whole hours and to fractions of an hour, use words with no hyphens:* six o’clock
* half past nine
* quarter to two

Use figures with a.m. and p.m.:* The doors opened at 6:00 p.m. precisely. (US style)
* The doors opened at 6.00 p.m. precisely. (UK style)
* The doors opened at 18:00 precisely. (24-hour clock style)
 |

## Dialogue and thoughts

|  |  |
| --- | --- |
| Quotation marks | Choose from:* Single quotation marks (UK style)
	+ ‘If only he hadn’t eaten the whole pie.’
* Double quotation marks (US style)
	+ “If only he hadn’t eaten the whole pie.”

For quotations within speech, choose from:* Single quotation marks with nested doubles (UK style)
	+ ‘I told him clearly, “Don’t eat the whole pie”. He didn’t listen.’
* Double quotation marks with nested singles (US style)
	+ “I told him clearly, ‘Don’t eat the whole pie’. He didn’t listen.”
 |
| Ellipses | Use to show dialogue is trailing off* ‘If you could just…’

Use to show hesitation* ‘I don’t … I … I don’t know…’
 |
| Em dash | Use to show dialogue is interrupted* ‘But—'
 |
| Italics | Unspoken speech/thoughts:Choose from:* *I don’t want to go*, she thought.
* I don’t want to go, she thought.
 |

## Quoting published works

|  |  |
| --- | --- |
| Songs | Recommended:Songs take quotation marks, albums take italic:* ‘Go Your Own Way’ from the album *Rumours*
 |
| Magazine and book titles | Recommended:Magazine and book titles take italic, chapter titles take quotation marks:* Chapter 2, ‘The flawed self’, in *The Science of Storytelling*
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