Style Sheet

# Title of project:

# Author:

## References

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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* |