*[Book Title]* style sheet

This manuscript has been copyedited using *Chicago Manual of Style* 16th edition as a base style guide. The primary dictionary used for spelling and hyphenation decisions was [www.oxforddictionaries.com/](http://www.oxforddictionaries.com/) pro US edition, and the secondary dictionary was *Merriam-Webster’s Collegiate Dictionary* 11th edition. Clarifications and departures from those sources, in accord with Romance Refined’s house style and author preference, are listed below.

# Word and Style Consistency List

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| --- | --- |
| A, B, C, DBrand/pop culture references: | E, F, G, HBrand/pop culture references: |
| I, J, K, LBrand/pop culture references: | M, N, O, PBrand/pop culture references: |
| Q, R, S, TBrand/pop culture references: | U, V, W, X, Y, ZBrand/pop culture references: |

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| Numbers\* | Punctuation & Grammar* subjunctive used?
* serial comma used?
* comma before the word *too* at end of sentence?
* keep semicolons in dialogue at a minimum
* ellipses . . . non-breaking space between each point, space before and after ellipses except when next to other punctuation
* em dashes—for interruptions and parenthetical phrases, no space either side
 |
| Formatting and Microsoft Word Styles* Heading 1 style for part numbers (if applicable)
* Heading 2 style for chapter numbers
* Heading 3 style for chapter subtitles such as dates and locations
* Scene Break style for asterisks separating scenes
* No Indent style for first paragraph following a chapter heading or a scene break
* Normal style for main body, first line indent set to 0.25 inches
* Block Indent style for letters, emails, headlines, etc. with 0.5 inch indent
* Text Message style in bold so texts can be identified for further possible design distinction
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**\*Style rules for numbers:**

Most numbers are spelled out in fiction. Arabic numbers for the following exceptions:

* numbers 101 and above, excluding two-digit numbers followed by thousands, millions, etc., (e.g. 2,204, but twenty-two thousand), and no superscript with ordinals (101st, not 101st)
* house and room numbers in an address
* phone numbers as 555-555-5555
* times that include hour and minute, but spell out the hour, quarter, and half hour (2:33 a.m. and 2:45 in the morning, but two thirty a.m., two fifteen in the morning, two o’clock)
* years (1985), but spell out decades (the eighties)
* bus, train, plane identifiers
* scores (with no spaces on either side of en dash)
* brands or icons
* weapons
* other common exceptions: 24/7, 4.0 GPA, 9/11 (terrorist attack), 9-1-1 (emergency phone number w/ hyphens), highway numbers, and more

# Characters (full names, nicknames, descriptions, habits, backgrounds, etc.)

(Note: I generally list out *all* characters in this section, and most info is copy and pasted straight from the manuscript so that if references need changing, the manuscript can easily be navigated by pasting a quote into Word’s “Find” feature)

## Main characters

### Name

## Minor characters

### Name

# Worldbuilding

# Spatial awareness (layout for buildings, towns, distance references, etc.)

# Miscellaneous

# Favorite Quotes

*(useful for promo, uploading to Goodreads, etc.)*

# Dates/Timeline

* **Day** column: the “Day”is how many days have passed since page 1, not a reference to a date. If day of the week is known, it’s listed. If the calendar date is known, it’s listed too.
* **Events:** summary of activities & quotes referencing days of the week/dates/time passing, and cyclical things like moon phases, menstruation/pregnancy related comments, etc. (As with info pasted into character descriptions, quoting the verbatim wording helps for navigating the manuscript when changes need to be made.)
* **Chapter:** I don’t list page numbers since they can rapidly be thrown off kilter with additions/deletions during edits.

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| **Day/Date** | **Events** | **Chapter** |
| **References to Past Events**  |
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# POV Breakdown

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