

STYLE SHEET

Manuscript Title:

Author Name:

Language preferences and style

ITEM	PREFERENCES
Regional spelling choice	<p>Choose either of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> British English: <i>colour, kerb, behaviour</i> <input type="checkbox"/> US English: <i>color, curb, behavior</i> <p>Other preferences:</p>
ise/ise suffixes	<p>Choose, for example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization (acceptable in the US and UK) <input type="checkbox"/> Organisation (acceptable in the UK) <p>Be mindful of words that always take the -ise- spelling: e.g. compromise.</p>
Number & Date Format	<p>General numbers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 0-99 – Spelt <input type="checkbox"/> 100 > – figures <input type="checkbox"/> 0-9 – Spelt <input type="checkbox"/> 10 > – figures <input type="checkbox"/> Ordinal numbers: <i>first, second, third</i> – Spelt <p>Ages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ages expressed in cardinal numbers: <i>a girl of 15</i> – Figures <input type="checkbox"/> Ages expressed as ordinal numbers: <i>33-year-old</i> – Spelt

	<p>Choose – Years and decades: <i>1970s, 2019</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Figures<input type="checkbox"/> Spelt <p>Units of measure, expressions of quantity, proportion:</p> <ul style="list-style-type: none"><input type="checkbox"/> Units of measure: <i>6 litres</i> – Figures<input type="checkbox"/> Proportion: <i>70-30 split</i> – Figures <p>Choose – currency</p> <ul style="list-style-type: none"><input type="checkbox"/> Figures – <i>£25, £50</i><input type="checkbox"/> Spelt – <i>twenty-five pounds, fifty pounds</i> <p>Choose – time of day</p> <ul style="list-style-type: none"><input type="checkbox"/> Figures – <i>12 p.m.</i><input type="checkbox"/> Spelt – <i>twelve o'clock</i><input type="checkbox"/> Full point separator<input type="checkbox"/> Colon separator <p>If you use any alternative preferences, please state below.</p>
<p>Punctuation</p>	<p>Choose – serial comma</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No <p>Choose – soft hyphen (word division)</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No

	<p>Choose – ellipsis</p> <ul style="list-style-type: none"><input type="checkbox"/> Proper: ...<input type="checkbox"/> Triple dot: ... <p>Choose – parentheses</p> <ul style="list-style-type: none"><input type="checkbox"/> Round brackets: <i>the party lasted (we knew it would) ...</i><input type="checkbox"/> En-rule: <i>the party lasted – we knew it would ...</i><input type="checkbox"/> Em-rule: <i>the party lasted—we knew it would ...</i> <p>If alternative brackets are used, please specify.</p> <p>Choose – dialogue</p> <ul style="list-style-type: none"><input type="checkbox"/> Curly quotes: “<input type="checkbox"/> Straight quotes: ”
Abbreviations	<p>Choose – separation</p> <ul style="list-style-type: none"><input type="checkbox"/> No full point, no space: <i>JLP</i><input type="checkbox"/> Full point: <i>J.L.P.</i><input type="checkbox"/> Full point space: <i>J. L. P.</i><input type="checkbox"/> Mixed – dependent on brand
Contractions	<p>Choose – used</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No<input type="checkbox"/> Mixed – used for effect in dialogue
Speech & thoughts	<p>Choose – unspoken speech/thoughts</p> <ul style="list-style-type: none"><input type="checkbox"/> <i>Italicised – I need to sleep, he thought.</i><input type="checkbox"/> Non-italicised – I need to sleep, he thought.

Slang/jargon/ idiom/other	Include brief notes on profanity, made-up words, foreign-word usage, and regional variations, e.g. lift vs elevator; sidewalk vs pavement.
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Word consistency preferences/made-up words

A, B, C, D	E, F, G, H
<ul style="list-style-type: none"> • Among • Cooperate • Coordinate 	
I, J, K, L	M, N, O, P
	<ul style="list-style-type: none"> • Okay
Q, R, S, T	U, V, W, X, Y, Z
	<ul style="list-style-type: none"> • While

Big picture information

Characters

Group/Family	First Name	Surname	Particulars

Geography

Place/Building	Description

Timeline – key points/shifts in the story

Place/Building	Description