

Title of Project Style Sheet

Replace italicized text with your chosen style preferences.

Project

Title:

Author:

House Style

- *This is where you should list which style guide you are using if you are using one. (e.g., The Canadian Pressbook, Chicago Manual of Style, New Hart's Rules.)*
- *This is where you should list which dictionary you are using*
- Style sheet takes precedence over sources when there is conflict

Text

- Should be written and edited using Canadian spelling, grammar, and punctuation
- Text must be consistent between titles in the series, both in reading level, internal text features, and style

Style

Each direction under the subheadings should start with a new bullet point.

Chapter Breaks

- *Describe style of chapter breaks. (e.g., chapter heading should be in boldface; chapter numbers should be written out and capitalized)*

Comma

- *Describe comma treatment. (e.g., serial comma or no serial comma)*

Ellipses

- *Describe ellipses treatment. (e.g., use ellipses symbol or three consecutive periods)*

Hyphenation

- *Describe how hyphens are used. (e.g., hyphenate two-word attributive adjectives)*

Indentation

- *Describe style of indentations. (e.g., are new paragraphs indented or flush left with line breaks)*

Italics

- *Describe how italics are used. (e.g., italicize new words on first appearance only or every time they appear; italicize internal thoughts)*

Numbers

- *Describe treatment of numbers. (e.g., all numbers should be written out; numbers higher than twenty should be hyphenated)*

Scene Breaks

- *Describe style of scene breaks. (e.g., separate scenes with an asterisk centred on a line)*

Character List

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Name, descriptions

- Character Name – *title/ connection to other characters, race*
 - *Physical description*
 - *Miscellaneous info: weapon of choice, special powers, quirks, etc.*

Places

- Place Name – *description, correlation to other places*

Capitalization/Hyphenation/Possessives/Punctuation/Spelling

List any unusual or made up words for quick reference

AB	CD
•	•
EF	GHI
•	•
JK	LM
•	•
NO	PQ
•	•
RS	TU
	•
VW	XYZ
•	•