

# Style Sheet Template

MAKE A COPY AND RENAME WITH "V4 Author Last Name, Title, your initials SS"

Dictionary used—<https://www.merriam-webster.com/>

<b>Story Title</b>	Sympathy for the Devil
<b>Author</b>	Ashley Deen
<b>Editor</b>	Sierra Tribbett-Collins

	Item How to do it <i>Examples</i>	CMOS location
<b>Moving Documents Around</b>		
x	Make a copy of document Rename it V4 Author Last Name, Title, your initials	
x	Put link in Submissions sheet	
x	When editing has been approved by Dr. Barb, rename to V5 Author Last Name, Title, your initials	
<b>Basic formatting</b>		
x	Times New Roman	
x	12 point	
x	Double spaced	
x	1 inch margins all around	
x	Rulers for tabs/no tabbing	
x	Remove all headers and footers	
x	Remove spaces or tabs at start of paragraphs Format with ruler .5 for paragraphs indents 1" for blockquotes	
x	Remove extra spaces between paragraphs	
x	Remove all spaces at the end of the document	
x	Remove all double spaces; one space only	
x	Remove spaces before hard returns	

x	Author Name Capital case Left justified No tab Roman text (plain) 12 pt font	
<b>Fact-checking</b>		
x	Check ALL names for accuracy,  <i>Ex: Sonic the Hedgehog</i> <i>SEGA</i> <i>The New York Times, not New York Times</i>  If CMOS is not explicit, confirm with official sources such as their website or style guide	
x	Confirm correct spelling of name with author	
x	To the best of your ability, confirm numbers, facts, and quotes	
<b>Punctuation and other stuff</b>		
x	Single space between sentences and after commas	2.11 (18th Ed)
x	Intro phrases followed by a comma	
x	Use Oxford comma in a list Co-ordinating conjunctions are <i>But And For Nor Or So Yet</i>	
x	Commas between two complete sentences, if using a coordinating conjunction	
x	Conjunctions are deleted unless needed for coherence and transitions.	
x	Smart quotes for all quotation marks	
x	Check for open and closing quotation marks	
x	Check for correct quotation marks	
x	Comma/period inside quotes	
x	Smart apostrophe for all apostrophes	
x	Ellipses = 3 periods with spaces between them. (word . . . word)	
x	Eliminate ampersands; change to "and"	

x	Remove auto hyperlinks	
x	Avoid capitalization—minimalist capitalization (university library, not Un Lib/ spoke to the dean, not spoke to the Dean)	
x	Terms referred to as terms are italics; do not use quotations <i>Example</i> The term “liminal” should be the term <i>liminal</i> .	
x	Avoid too many quotation marks with terms (they should be italics)	
x	underline should be changed to italics	
x	Use italics SPARINGLY; convert to roman font if excessive	
x	Do not use scare quotes; use only if needed to understand meaning—if a word is being used in a way that does not reflect its meaning.	
x	Numbers use commas	
<b>Hyphens, M-dashes, N-dashes</b>		
x	Hyphen are used to connect two words that are one word compound modifier  Examples Dog-eat-dog world. Small animal hospital Small-animal hospital  Five-year-old son My five year old  Twenty-two-year-old men Twenty two year olds	5.93
x	Hyphen separates telephone numbers, ISBN, social security numbers <i>Ex.: 501-223-2134 for a phone number</i>	6.77
x	When forming compound words with -like, do not use a hyphen. Close up the word it ends in an “L” or is a proper noun or an abbreviatomn.	7.89
x	Em Dash—can be used in place of commas, parentheses, or colons.	6.91
x	Use an M-dash, not two (or three or four or five) hyphens	
x	Remove spaces around M-dashes	6.85
x	Use M-dash when appropriate / correct, NOT N-dash or hyphens	6.85
x	Never use Em Dash within or immediately following another element set off by an em dash (or pair of em dashes) Use parentheses or commas instead.	6.85

x	N-dash is used with a range of numbers (if “to” also works in there) Example: years, chapters, times, scores, directions, votes,	6.78
x	No spaces around an en-dash	
<b>Block Quotes</b>		
x	Use Block Quotes for multi- paragraph quotes. They should not be italicized and do not need quotation marks if the block quotation starts the sentence.	13.22
x	Block quotations should have first-line paragraph indenting if the quotation starts the sentence. If the multi-paragraph quote begins in the middle of a sentence, you do not need to indent the quote, but subsequent quotes should be indented	
x	Indent Block quotes to 1”	
x	at the end of a block quote, use a period/end punc mark and then pages in parenthesis.  <i>Ex: the dog ran fast. (Webster 46)</i>	
x	Treat song lyrics like block quotes. Quote and cite lyrics as you would poetry. For run-in quotations, separate line breaks with a forward slash, with a space on each side ( / ) and stanza breaks with two forward slashes ( // ). However, if at all possible, avoid stanza breaks in a run-in quote, as quotes that include stanza breaks are usually clearer as a block quotation.  If you are quoting an entire stanza, format it as a block quote. If you are citing several stanzas, then include a double return at the end of the line. Do not center the lyrics, even if they are centered in the original source.	<a href="https://www.victoriamdazell.com/blog/how-to-quote-song-lyrics-in-cmos">https://www.victoriamdazell.com/blog/how-to-quote-song-lyrics-in-cmos</a>
<b>Quotation, Dialogue, Internal Thoughts</b>		
x	Faltering Speech or incomplete thoughts use ellipses “But... I...”	13.41
x	Internal thoughts are in italics without quotations	13.43
<b>Acronyms</b>		
x	Acronyms refer to terms read as single words (AIDS, laser, NASA). Contraction refers to abbreviations that include the first and last letters of the full word (Mr., amt.). Initialism refers to terms read as a series of letters (IRS, NBA).	10.2
x	Spelled out acronyms on the first occurrence in a more formal text and for abbreviations that are not as commonly known.	10.3

	Ex: <i>The North Atlantic Treaty Organization (NATO) is my project topic. NATO is a military alliance between countries in Europe and America.</i>	
x	If acronyms follows an indefinite article, the usage of "a," "an," or "the" is determined by the way the abbreviation would be read-aloud. Ex: <i>a UFO, a NATO member, an HMO, the NCAA</i>	10.9
x	Commas after etc. and et al. are only used if required by the surrounding text.	6.20 (18th Ed)
<b>Numbers</b>		
x	Numbers from zero through one hundred should be spelled out in documents. Exceptions include numbers in technical contexts.  Ex: <i>There were thirteen kids. Fourteen people attended the event. I met with 327 people.</i>	9.2
x	Whole numbers used in combination with <i>hundred, thousand, hundred thousand, million, billion</i> , and so forth usually follow the general rule of spelling out numbers zero through one hundred.  EX: <i>I had four million toys in my shop. One hundred thousand data points were collected. I had 137 million people yelling at me. 899 grasshoppers died yesterday.</i>	9.4 and 9.8
x	To express fractional quantities in the millions or more, numerals are used. If there are whole quantities in the millions or more alongside fractional quantities, numerals may be used for consistency.  EX: <i>There are 13.5 billion pigeons on the planet. According to some scientists, the universe is between 13.5 and 14 billion years old.</i>	
x	The first two numbers of abbreviated years should be replaced with an apostrophe.  Ex: <i>The spirit of `76 (not '76)</i>	9.30
x	Years are expressed in numerals unless at the beginning of a sentence.  Ex: <i>I was born in 1352. Nineteen twenty was a great year.</i>	9.29
x	When specific dates are expressed, cardinal numbers are used (though they may be pronounced as ordinals). When a day is mentioned without the month or year, the number is spelled out in ordinal form.  Ex: <i>August 12, 2014, was a sad day for film buffs. By the twenty-fifth, most of McManus's porters had deserted him.</i>	9.31
x	Decades are typically written in numerals and without apostrophe - The 1990s It is also acceptable to write it out in words (the nineties) When abbreviating a decade, use an apostrophe to indicate the omitted numerals (The '90s)	Section 9.32

x	<p>Times of day in even, half, and quarter hours are usually spelled out. With <i>o'clock</i>, the number is always spelled out. Numerals are used when exact times are emphasized.</p> <p><i>EX: Her day begins at five o'clock in the morning. We will resume at ten thirty. He left the office at a quarter of four.</i></p> <p><i>She caught the 6:25 flight. I woke up at 7:55.</i></p>	
x	<p>When exact times are emphasized, a.m. and p.m. is used. There should be a space between the time and a.m./p.m. Additionally, a.m. and p.m. should not be used with <i>morning, afternoon, evening, night, or o'clock</i>.</p> <p><i>EX: The first train leaves at 5:22 p.m. and the last at 11:00 p.m. Please attend a meeting at 10:30 a.m.</i></p>	
x	<p>Song titles are to be done in quotation marks. Album titles are to be done in Italics.</p>	8.194
x	<p>Money</p> <p>If more than 100, use numbers</p> <p>If million or more, use mix of numbers and words</p> <p>Use \$ in front</p>	9.24
<b>Languages Other than English - Chapter 11, CMOS 17</b>		
x	<p><i>Italics</i> for first instance of non-English word not found in <a href="#">Merriam-Webster</a></p>	
x	<p>Retain accents in foreign words (<i>résumé, piñata, façade</i>)</p> <p>Do not add accents to words that have fully entered English (<i>cafe</i> instead of <i>café</i> is acceptable)</p>	
x	<p>Do not italicize when the foreign word is used frequently in the text and is likely to be understood in context.</p>	
x	<p>Words that have become part of standard English do not need italics (Ex: <i>Cafe, piano, rendezvous</i>)</p>	
x	<p>Use standard English capitalization unless preserving the original style for foreign text</p>	
x	<p>Retain the original plural form unless an English version is common</p>	
x	<p>When using foreign-language phrase or sentence, include an English translation in parentheses or a note if unfamiliar to audience.</p> <p>If the phrase is widely understood or if the audience is familiar with the language translation is unnecessary</p>	
x	<p>Italicize foreign book, film, and magazine titles</p> <p>Place foreign article or chapter titles in quotation marks</p> <p>If translation is useful, include it in parentheses</p>	

	If the work has a widely accepted English title, use that instead.	
x	Preserve original spelling and accents for personal names (E.g Garcia)	
x	Use the most commonly accepted English form when available (e.g. "Florence" for "Firenze")	
x	Use the English version of city and country names unless writing for a specialized audience (e.g. "Germany" instead of "Deutschland") If writing about a bilingual region, acknowledge both forms ( <i>Montréal</i> ( <i>Montreal</i> ) when writing for a primarily English audience. Non-English terms for geographical entities (e.g. "the Sierra Nevada," not the "Sierra Nevada Mountains")	
x	If the organization has an official English name, use it. <i>Example:</i> <i>Médecins Sans Frontières</i> → <i>Doctors without Borders</i>	

**Specific Words**

x	PhD not Ph.D or Ph.D.	
x	US not U.S.	
x	BCE, not B.C.E	
x	website, NOT Website web, NOT Web	
x	email, not e-mail	
x	When forming compound words with -like, you should close up the word unless the word ends in an "l" or is a proper noun or an abbreviation.	7.89

**Research Papers**

	Order Title, Author, Epigraph (if included) Text, Notes, Appendices, Works Cited	
	Endnotes only, no footnotes	
	Placed above the works cited page	
	Convert automatic notes to manual. To do this: manually put number after the automatic number in both the text and the numbering system. THEN and only then, remove the superscripted note in the text. That will delete the number in the note. <b>do not use Word's footnote or note system</b>	
	Note numbers superscripted and placed outside of end punctuation in text	
	Notes are normal size text with a period and one space after the number <i>Example</i> 1. text text text text 2. text text text text	

**In Text Citations**

	Cross-check in-text citations and works cited	
	Check citations in text for format and punctuation	
	Fact check citations and works cited	

