***Manuscript name***style sheet

Style guide followed: Chicago Manual of Style / Harts

Dictionary: *Mirriam Webster / Oxford Dictionary*

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# **Word and Style Consistency List**

|  |  |
| --- | --- |
| A, B, C, D | E, F, G, H |
| I, J, K, L | M, N, O, P |
| Q, R, S, T | U, V, W, X, Y, Z |

# **Punctuation and Grammar**

|  |  |
| --- | --- |
| Numbers* Below 10 should be written in words
 | Punctuation & Grammar* Mom/Father capitalized when used as a proper noun, lower cased when a common noun.
* Commas inserted where conjunctions are used with two independent clauses.
* Ellipses – for trailing off, interruption, or pause in speech/thought ( Oxford, 2005, p.129: 5.7) Space before/after???
* Em-rule: Can be used for speech interruption
 |
| Abbreviations | **Italics*** Plays, films, TV and radio series, and albums and CDs
* Books (published), newspapers, magazines
* Ships, trains, aircraft
* Foreign words (in certain situations, not all).
 |
| **Other** |  |

# **Characters**

## Main characters (POV)

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## Minor characters

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## Mentioned characters (non-active)

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## Locations

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## Items

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# Miscellaneous Notes

# Favorite Quotes

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