

IN LOVE WITH STORY

STYLE SHEET

TITLE:	AUTHOR:
POV/TENSE:	COPYEDITOR:
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SOURCES

The Chicago Manual of Style, 18th ed.

Garner's Modern English Usage, 5th ed.

Merriam-Webster Collegiate Dictionary, 11th ed.

STYLE DECISIONS

- Clauses: In restrictive clauses, use *that*. In nonrestrictive clauses, use *which*. Differentiate between other kinds of restrictive clauses (no comma) and nonrestrictive clauses (comma) (CMOS, 6.29).
- Colon: Capitalize the first word after the colon only if it begins a complete sentence (CMOS, 6.67).
- Comma:
 - ◆ Use serial comma (CMOS, 6.19).
 - ◆ Adverbs *too* and *either*, when meaning *also*, are not preceded by a comma unless they are in the middle of a sentence (CMOS, 6.56).
- Compounds:
 - ◆ For compound adjectives preceding a noun, use hyphens for clarity (e.g., a *first-class* meal, but *high school* student). Hyphenation usually unnecessary following a noun (CMOS, 7.91).
- Dashes:
 - ◆ For emphasis, an em dash may be used in lieu of a comma, colon, or parenthesis (CMOS, 6.91).
- Dialogue:
 - ◆ Use only verbs of utterance as dialogue tags. (*Groaned* and *moaned* okay for romance fiction.)
 - ◆ Use italics for internal dialogue (CMOS, 12.49).
 - ◆ Free indirect speech rendered in Roman, no quotations or italics.
- Hyphens:
 - ◆ Use CMOS Hyphenation Guide (7.96).
- Italics:
 - ◆ Use for emphasis as an adjunct to efficient sentence structure (e.g., “*You must go!*”) (CMOS, 7.51).
 - ◆ Italicize titles of books, periodicals, films, albums, works of art.
- Possessives:

- ◆ For most singular nouns, use an apostrophe followed by s. For most plural nouns, use only an apostrophe (CMOS, 7.16).
- ◆ Use an apostrophe when the singular form of a noun is the same as the plural (e.g., Falling Hills' student council) (CMOS, 7.20).
- Titles: Capitalize professional, military, or religious titles preceding a personal name (e.g., *Doctor Smith*). Use lowercase if the title follows the name or used in place of a name (the *doctor*) (CMOS, 8.20).
- Trademarks: Substitute a generic term if possible; capitalize if unable to use generic term. (CMOS, 8.154).

NOTES

CHARACTERS:	
PLACES:	
CULTURES & ETHNICITIES:	
ANIMALS:	
ORGANIZATIONS:	

TIMELINE

Chapter 1	
Chapter 2	
Chapter 3	
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WORD 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

* aka = also known as; adj. = adjective; adv. = adverb; l.c. = lower case; n. = noun; p.p. = past participle; pl. = plural; poss. = possessive; pron. = pronoun; s.c. = small caps; sing. = singular; v. = verb.