

Title: TBD**Author:** XXX**Date:** XXX**Language**

Regional spelling	American English
iz/is suffixes	iz (e.g. -ize, -ization)
Slang, jargon, terminology oridioms	XXX
Other languages	XXX

Formatting and layout

Abbreviations/ contractions	Full stops (e.g. Dr., ICU, IV, UK, U.S.)
Chapters	Start on new page Chapter heading in words (e.g. Chapter One), centered and bold
Dialogue	Closing punctuation before closing quotation mark
Displayed matter	No change to font sizeNo quote marks
Italic/roman words	As according to <i>Chicago Manual of Style</i>
Numbers	In words Exception for house numbers, time, trade names and years
Page numbering	XXX
Paragraph indentation	First paragraph of chapter or new section not indentedFollowing paragraphs indented
Punctuation	Oxford commas used
Quotation marks	Standard U.S. style, per CMOS
Running heads	Book title on left-hand (verso) page Chapter title on right-hand (recto) page
Section breaks	<i>Note punctuation indication, if any</i>

Special features	Italic used for emphasis
H1 font/size	
H2 font/size	
H3 font/size	
Body test font/size	
Body text alignmt	
Spacing/kerning	
Book size	
Template	
Sentence Case	For titles – note if other

Spelling and preferred forms

AB •	CD •	EF •
GH •	IJ •	KL •
MN •	OP •	QR •
ST •	UVW •	XYZ •

Key characters and their features; places; timeline; other

FN LN	Details
XX	Details
XX	Details

References

- *Merriam-Webster* Dictionary Online (www.merriam-webster.com)
- *Chicago Manual of Style*, 18th ed.

Specific Author Preferences

- Xxx

Common Queries

- xxx

Writing Observations

- xxx
- Reading grade level: xx

Formatting Observations

- Xxx

Silent Changes

- Xxx