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Manuscript Style Sheet

Title: *Title*

Author: Author name

Word count: Number

Sources

The Chicago Manual of Style, 16th ed.

The Chicago Guide to Grammar, Usage, and Punctuation

Merriam-Webster's Collegiate Dictionary, 11th ed.

Merriam-Webster Unabridged Dictionary, online ed.

Garner's Modern English Usage, 4th ed.

Chapters

Chapter #	Chapter title	Primary event/theme	Document page #
Preface			
1			
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Characters		
Name	Characteristics	1st appearance
Setting		
Setting Place name	Significant characteristics	
	Significant characteristics	

_			
Timing points			
Special words & usage			
Style specifications			
Acronyms & initialisms			
Contractions	Allowed		
Dialogue	Use only speech tags (said, whispered, shoute	d}	
Internal thoughts	Use italics		
Numbers	General usage (CMOS 9.1, alternative format):		
	 Spell out single-digit numbers {two chairs, seven days}. 		
	 Use numerals for numbers 10 and above {1 	2 books, 350 children}.	

Punctuation	Comma:		
	 Use series comma 		
	 Use with nonrestrictive appositives {Robert Burns, the poet,} 		
	 Omit with restrictive appositives {the poet Robert Burns} 		
	 Omit after words that are usually dialogue tags but not functioning as such 		
	{the sign said NO EXIT}		
	Dash: No space before or after		
	 Use em dash for breaks in speech, thoughts, or sentences 		
	 Use em dash for parenthetical narrative material or asides in speech 		
	 Use en dash for number ranges 		
	Ellipses: use character (not spaced periods), with space before and after		
	Hyphens:		
	 Follow M-W for compounds 		
	 Use hyphen for adjectives, not noun or verb forms 		
Profanity	Not allowed		
Section breaks	3 spaced asterisks		
Slang & dialect	Allowed		