www.touchstonepubs.com
touchstonepubs@gmail.com
-
719-687-1855

## Manuscript Style Sheet

| Title: | Title |
| :--- | :--- |
| Author: | Author name |
| Word count: | Number |

## Sources

The Chicago Manual of Style, 16 ${ }^{\text {th }}$ ed.
The Chicago Guide to Grammar, Usage, and Punctuation
Merriam-Webster's Collegiate Dictionary, 11 ${ }^{\text {th }} \mathrm{ed}$.
Merriam-Webster Unabridged Dictionary, online ed.
Garner's Modern English Usage, $4^{\text {th }}$ ed.
Chapters

| Chapter \# | Chapter title | Primary event/theme |
| :--- | :--- | :--- |
| Preface |  | Document page \# |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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| 10 |  |  |

Characters

## Setting

Place name
Significant characteristics

## Timing points

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## Special words \& usage



## Style specifications

Acronyms \& initialisms

| Contractions | Allowed |
| :--- | :--- |
| Dialogue | Use only speech tags \{said, whispered, shouted $\}$ |
| 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 $\{12$ books, 350 children $\}$.

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

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