

# Style Sheet: Language and Form

---

Record decisions with a brief example from the manuscript. Follow publisher requirements and the chosen language conventions; note deliberate exceptions. Four pages with space for rules, examples and exceptions.

## Starting point

Project / version / date

---

### Language variety and reference guide

For example US or UK English; dictionary and style guide used.

---

---

---

---

---

---

---

---

## Decisions with examples

### Quotation marks and dialogue

Marks for direct speech and nested quotations; include a manuscript example.

---

---

---

---

---

---

---

---

---

---

### Thoughts and embedded texts

How are thoughts, letters, messages and other special text types presented?

---

---

---

---

---

---

---

---

---

---

## Decisions with examples

### Numbers, times and measurements

When are words or numerals used? Record examples and exceptions.

---

---

---

---

---

---

---

---

---

---

### Forms of address and deliberate variations

Titles, familiar speech, dialect and intentional character-specific usage.

---

---

---

---

---

---

---

---

---

---

## Decisions with examples

### Emphasis and scene breaks

When are italics used? How are scene breaks and chapter headings presented?

---

---

---

---

---

---

---

---

---

---

### Further decisions and exceptions

Rule, example and passage reference.

---

---

---

---

---

---

---

---

---

---