

Sample Style Guide

Below is a sample style guide with examples/explanations where necessary to help you get started. Simply delete or cross out the styles you do not like, and feel free to add any preferences you may have to this list.

This is by no means a comprehensive guide, and you may not have an answer in mind for everything here – don't worry! Any blank spaces I will fill in as I read, being sure to check with you before making any serious alterations.

To check	Example	Comments
UK/US spelling <ul style="list-style-type: none"> – ‘-ise’ or ‘-ize’ – ‘-yse’ or ‘-yze’ – ‘-or’ or ‘-our’ – ‘-ce’ or ‘-se’ – compound words – accents 	‘realise’ or ‘realize’? ‘analyse’ or ‘analyze’? ‘favor’ or ‘favour’ ‘defence’ or ‘defense’ ‘ninety nine’ or ‘ninety-nine’? ‘café’ or ‘cafe’?	It's worth considering your audience and genre when choosing spelling variations. For example, in a high fantasy more archaic language (amongst/whilst) is often favoured over modern (among/while). In sci-fi you may borrow words from other language to create creole or culture for your story/ In many cases, this is a matter of preference, but some compound words have a well-defined rule.
Punctuation <ul style="list-style-type: none"> – en-rule or em-rule – single or double quotes – serial comma or no serial comma 	‘_’ or ‘__’? ‘hi’ or “hi”?	En-rules often have spaces either side where em-rules do not. It is now more common to use single quotes for speech and double for directly quoting text. Added before the last item in a list – often cause of much debate among writers, but ultimately a matter of preference (in most cases).
Numbers <ul style="list-style-type: none"> – as words or digits – number ranges 	‘one’ or ‘1’ ‘two hundred’ or ‘200’? ‘1 to 9’ or ‘1–9’ ‘213–217’ or ‘213–7’?	It's not uncommon to have numbers below ten as words and above as digits. If using a dash, it should be noted this should <i>always</i> be an en-rule (not spaced).
Layout <ul style="list-style-type: none"> – headings/chapter titles – indention 		Should the font match the text? Size, typeface (bold, italic, underline, roman), and justification (centre, left, right) should be consistent throughout the document. Should the paragraphs be indented? By how much? Is the first paragraph after a heading indented differently to the rest?
Additional <ul style="list-style-type: none"> – names 		Are there any unusual character or place names in your book?