

# Fiction Style Sheet



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<b>Title</b>	<i>Book title</i>
<b>Author</b>	<i>Author's name</i>

## Manuscript Overview

<b>Plot description</b>	For example: <ul style="list-style-type: none"><li>• main plot</li><li>• subplots</li></ul>
<b>Narrative tense</b>	For example: <ul style="list-style-type: none"><li>• first-person past (I ran home. Mum was waiting.)</li><li>• third-person past (She ran home. Mum was waiting.)</li><li>• first-person present (I run home. Mum is waiting.)</li></ul>
<b>Point-of-view</b>	For example: <ul style="list-style-type: none"><li>• one character's point of view throughout whole book</li><li>• different characters' points of view in different chapters</li><li>• several points of view within one chapter</li></ul>







## Language preferences

<b>UK and US spelling</b>	<p>Choose, for example:</p> <ul style="list-style-type: none"> <li>British English: e.g. centre, humour, kilometre</li> <li>US English: e.g. center, humor, kilometer</li> </ul>
<b>ize/ise suffixes</b>	<p>Choose, for example:</p> <ul style="list-style-type: none"> <li>capitalize (acceptable in UK and US)</li> <li>capitalise (acceptable in UK)</li> </ul>
<b>Slang/jargon/idiom/other</b>	<p>Include brief notes on made-up words, slang words, foreign words and regional variations, e.g. tap vs faucet; sweets vs candy.</p>
<b>Quotation marks</b>	<p>Single quotes for initial quotations, then double quotes for quotations within the initial quotation (UK style):</p> <ul style="list-style-type: none"> <li>He fumed ‘This statement “it wasn’t me” is unacceptable.’</li> </ul> <p>Double quotes for initial quotations, then single quotes for quotations within the initial quotation (US style):</p> <ul style="list-style-type: none"> <li>He fumed “This statement ‘it wasn’t me’ is unacceptable.”</li> </ul>
<b>Abbreviations/contractions/acronyms</b>	<p>Abbreviations in upper case do not contain full stops (recommended):</p> <ul style="list-style-type: none"> <li>BBC</li> </ul> <p>Abbreviations in lowercase do contain full stops (recommended):</p> <ul style="list-style-type: none"> <li>e.g.</li> </ul> <p>Contractions are shortened words that retain their last letter and do not have a full stop at the end (recommended):</p> <ul style="list-style-type: none"> <li>Dr</li> </ul> <p>Acronyms do not have full stops (recommended):</p> <ul style="list-style-type: none"> <li>NATO or Nato</li> </ul>
<b>Numbers</b>	<p>Numbers in a range are linked with an en rule (not a hyphen):</p> <ul style="list-style-type: none"> <li>Glasgow, 1987 – 2005</li> </ul>

	<p>Numbers should be spelled out in narrative text unless this becomes cumbersome or goes against convention (recommended).</p> <p>Numbers should be spelled out if they begin a sentence.</p>
<b>Dates</b>	<p>Simplify dates without commas (recommended):</p> <ul style="list-style-type: none"> <li>• 25 December 2020</li> </ul> <p>For centuries spell out, lower case:</p> <ul style="list-style-type: none"> <li>• The twentieth century</li> </ul>
<b>Time</b>	<p>Use numerals with a.m. and p.m. and 24-hour clock (recommended):</p> <ul style="list-style-type: none"> <li>• She leaves at 8.15 a.m. and returns at 6.00 p.m. (UK style)</li> <li>• She leaves at 8:15 a.m. and returns at 6:00 p.m. (US style)</li> <li>• She leaves at 08:15 and returns at 18:00 (24-hour clock style)</li> </ul> <p>Times of day are usually spelled out in narrative (recommended):</p> <ul style="list-style-type: none"> <li>• She leaves at eight o'clock in the morning.</li> <li>• She leaves at eight thirty in the evening.</li> <li>• She needs to be home by midnight.</li> </ul>
<b>People and titles</b>	<p>Capitalise the initial letter when used before a name, as part of a name, or in a form of address, but lower case when used generally (recommended):</p> <ul style="list-style-type: none"> <li>• 'Hello Inspector'; an inspector</li> </ul>
<b>Capitalisation</b>	<p>General rule: do not use a capital letter unless it is absolutely necessary.</p> <p>The first word of every sentence should be capitalised.</p> <p>Proper nouns should take initial capital letters:</p> <ul style="list-style-type: none"> <li>• Scotland, Glasgow, Scottish, Ian</li> </ul> <p>Capitalise the first word of a quote when the quote is a complete sentence:</p> <ul style="list-style-type: none"> <li>• She asked, 'What are you doing today?'</li> </ul> <p>Capitalise days, months and holidays, but not seasons:</p> <ul style="list-style-type: none"> <li>• Ian's birthday is in November</li> <li>• Where will you be on Boxing Day?</li> <li>• He loves winter</li> </ul>

	<p>Specific eras and periods that have proper nouns should be capitalised, but centuries are not:</p> <ul style="list-style-type: none"> <li>• World War I took place in the twentieth century</li> </ul> <p>Capitalise named places/buildings but lower case when used generally (recommended):</p> <ul style="list-style-type: none"> <li>• She thought Loch Gilp looked beautiful; she thought the loch looked beautiful</li> </ul>
<p><b>Possessives</b></p>	<p>An apostrophe is used to show possession:</p> <p>Single possession: generally use the possessive 's for personal names when possible, as long as pronunciation isn't hindered:</p> <ul style="list-style-type: none"> <li>• James's home (the home of James)</li> <li>• James Hendry's home (the home of James Hendry)</li> <li>• James Matthews' home (the home of James Matthews)</li> </ul> <p>Plural possession: generally use an apostrophe after the name/word (unless it doesn't end with an s):</p> <ul style="list-style-type: none"> <li>• The girls' dresses</li> <li>• The women's dresses</li> </ul>
<p><b>Punctuation</b></p>	<p>Serial comma: in lists of three or more items a serial comma before 'and' may or may not be used (aim for consistency):</p> <ul style="list-style-type: none"> <li>• Blue, red and green</li> <li>• Blue, red, and green</li> </ul> <p>Ellipses: take the form of three full points and are used to show omissions:</p> <ul style="list-style-type: none"> <li>• So...what's wrong?</li> <li>• You went to the shops. And...?</li> </ul> <p>Dashes: there are three to choose from:</p> <ul style="list-style-type: none"> <li>• En rule: spaced and used for parenthetical dashes (UK style): She – that is the bride – is beautiful.</li> <li>• Em rule: closed up and used for parenthetical dashes (US style): She—that is the bride—is beautiful.</li> <li>• Hyphen: aim for consistency as to whether a word should be hyphenated or not.</li> </ul>

## Formatting and Layout

<b>Chapters</b>	Recommended: <ul style="list-style-type: none"><li>• set chapters on a new page</li><li>• number chapters in chronological order</li></ul>
<b>Paragraph indentation</b>	Recommended: <ul style="list-style-type: none"><li>• first paragraphs in chapter/section: not indented</li><li>• subsequent paragraphs: indented</li></ul>
<b>Section breaks</b>	Aim for consistency.
<b>Type format</b>	Brief description of the following: <ul style="list-style-type: none"><li>• font style</li><li>• font size</li><li>• spacing (between lines and paragraphs/sections)</li><li>• margins</li><li>• titles/headings/subheadings</li></ul>

# Spelling

<b>AB</b>	<b>CD</b>	<b>EF</b>
<b>GHI</b>	<b>JK</b>	<b>LM</b>
<b>NO</b>	<b>PQ</b>	<b>RS</b>
<b>TU</b>	<b>VW</b>	<b>XYZ</b>

