

Title of the Manuscript

Author: Author's Name

Copy Editor's Style Sheet

Revision date: date of last changes to the style sheet

References to "Chicago" mean *The Chicago Manual of Style, 17th Edition, both hard copy and online*
References to "MW" mean *Merriam Webster's Collegiate Dictionary, Eleventh Edition, both hard copy and M-W.com*

CHARACTER NAMES - Correct spelling, including diacritics (if any)

Not all names are listed here. Most names in the manuscript have a single standard spelling. The names listed here are those that have alternative spellings, are of foreign origin, and/or were misspelled more than once in the manuscript.

A	I	Q
B Bridget	J Jameson	R
C Christa	K	S Schrödinger use diacritic
D	L	T Tzu
E Ewan	M Maeve Michaelson	U
F	N	V Victoria
G Garrett	O	W Waverley
H	P Philip (single "l")	XYZ

TITLES & CAPITALIZATIONS

In general, follow Chicago

Headline style capitalization for chapter titles

Lower case terms of endearment (darling, dear, squeeze, etc.) According to Chicago online forums, 15th Edition explicitly mandated this style, but that directive was removed in the 16th Edition and is not found in the 17th either. It seems to be the consensus in the forums, however, that continuing to follow this rule is preferred.

Capitalize brand names (for example, Starbucks, Harley-Davidson)

Capitalize named things in the National Park that would have signage, such as cabin names or other named structures

Capitalize "Western" and "Eastern" when used as modifiers of philosophy or medical practice (per Chicago)

Page 43 -- Burning Question Stet Chicago permits capitalization of ironic usage and this is sufficiently similar

SPECIAL SYMBOLS

Use 3 spaced asterisks for "break" within chapter (* * *)

DATES & NUMBERS

Follow Chicago

Use commas in numbers greater than 1,000 (as in the number of participants in the survey) per Chicago

PUNCTUATION

Use serial comma (a, b, and c)

Follow Chicago on use of commas with "too"

Per Chicago 13.50, use spaced periods for ellipsis (. . .) with a space preceding and following the punctuation; use non-breaking spaces as needed to avoid having the ellipsis break across lines

MISCELLANEOUS

Use singular they/their/them/themselves for gender neutral reference to a character or any person whose gender identity is non-specific. Chicago now permits this.

Use Roman font for Internal thought/internal monologue

Use italics for emphasis. Use bold italic for emphasis when the emotion is intense.

Leave the quotes from "Winnie the Pooh" as run-in quotation because they're part of a conversation between two characters

WORDS

A alpine Not capitalized; MW says often not

B

C café au lait Use accent; not italicized as is in common usage
candy-coat Hyphenate
crème Use accent; not italicized as is in common usage

D Día de los Muertos Use accent

E

F

G

H hamble-scramble The kids' invented game

I

J joie de vivre Not italicized

K

L Leaf Men Characters from a book and the name is capitalized
in the book

M

N naïve Use diacritics
naïveté Use diacritics

O

P

Q

R re-prioritize MW does not specify; use hyphen for
clarity

S

T Trebuchet Font name
T-shirt Not the variant tee shirt

U

V Veee-hicle Sarge's exaggerated pronunciation

W

X

Y

Z
