

editmore



Welcome to the editmore Style Sheet!

A style sheet is a list of rules that apply throughout the story. They are crucial for consistency and can save the author and editor(s) a lot of headaches in the future. Style sheets are useful for everything, non-fiction and poetry too.

There are a number of sections in this style sheet including

- * **Editorial Overview** – A brief overview of which style guides the editor used, questions about characters or plot beats, global mistakes, areas for authorial improvement, and places where the editor thought the author did a fantastic job.
- * **Grammar** – Grammar dictates point of view (not who’s telling the story but third-person limited vs second-person omniscient) and exceptions like allowing run-on sentences, tense, or sentence fragments.
- * **Punctuation** – The all-important em and en dashes are referenced here, along with restrictions for comma splices, the use of a colon for lists, semi colons for lists, etc.
- * **Spelling** – Spelling showcases variant spellings (ambiance vs ambience), dialect spellings, the version of English used (UK, US, etc.), and how the author spells certain onomatopoeic words (uh-huh, OK vs okay, hmm vs hmmm).
- * **Capitalization** – Capitalization is mostly used for words where the author has chosen to purposefully not capitalize a name (oh my God vs oh my G-d vs oh my god).
- * **Numbers** – Mostly used for currency (\$ vs dollars), time (AM vs a.m.), and two-digit numbers.
- * **Misc** – Anything that isn’t covered in one of the other categories.
- * **Quoted Content** – Sometimes, authors like to include direct quotes or song lyrics. Depending on the situation, they may need to obtain permission to use copyrighted slogans, lyrics, phrases, or cite the original author(s).
- * **Word List** – This is where the author and editor(s) will note brand names, proper nouns (not characters), foreign language words, constructed words (conlang), and slang terms.
- * **Characters** – The characters section should be brief, although most authors have an additional character sheet where they keep track of important details. In the style sheet, the most important aspects are how the character’s name is spelled, when they first appear, and what role they play in the story. The more

central a character, the more details a style sheet (and a character sheet) should include.

* **Setting Notes** – General notes about when and where the story takes place. If you haven't created a world template, you should still list locations visited in the story. Even in nonfiction, knowing the year helps editors prevent anachronisms.

* **Timeline** – Undoubtedly one of the most important sections, the timeline charts the book as it happens. Every time a major plot beat happens, it should be noted along with the chapter and page when it starts. Each event doesn't need much detail, just a one-sentence summary of what happened and who was present.

* **Design Notes** – This section is mainly for the formatter. They'll write down what style they use for page dimensions, font, font size, indenting/justification rules, page numbering, headers, footers, the bibliography, and footnotes.

* **Final Communication** – As the name implies, this section is great for authors and editors to give feedback after the manuscript is done.

* **Style Appendix** – If the editor noticed certain global stylistic issues within the manuscript that the author would benefit from knowing, they'll discuss them here. These might include things like having too many spaces after sentences, adding unnecessary breaks between paragraphs, putting captions above images instead of below, etc.

YOUR TITLE STYLE SHEET

EDITOR OVERVIEW

Dear Author,

This is a brief overview of your manuscript's edits. An editor will note here which style guide they used (Chicago Manual of Style, APA, etc.), which dictionary they referred to for spelling, and any other guidelines either you specified or they recommended. Style guides vary based on genre. Editors will also use this section to point out certain areas where you can improve, things you did especially well, questions or comments about the plot, or specific mistakes that they saw throughout the work.

Sincerely,
[Editor's first name]

GRAMMAR

Exceptions	Examples	Author Notes

PUNCTUATION

Exceptions	Examples	Author Notes

SPELLING

Also see Word List.

Exceptions	Examples	Author Notes

CAPITALIZATION

Exceptions	Examples	Author Notes

NUMBERS

Exceptions	Examples	Author Notes

MISCELLANEOUS

This section includes any other exceptions that do not fall into the above categories.

Exceptions	Examples	Author Notes

QUOTED CONTENT

If there are any potential permissions issues for content the author quotes that the author did not write themselves, please list the instances here.

WORD LIST

This section includes manuscript-specific words, proper nouns, and unusual capitalizations.

CHARACTERS

You can use this section with a character builder worksheet.

Name	Description	Key Action(s)

SETTING NOTES

You can use this section with a world builder worksheet.

Location	Description

TIMELINE

Chapter	Page	Time/Day/Season	Events

DESIGN NOTES

Notes on design:

STYLE APPENDIX

Any standard stylistic rules that were applied frequently during editing that the author may not be familiar with.

FINAL COMMUNICATION

All query communication should be tracked and carried over within the manuscript, but any final notes, feedback, or preferences can be called out here.

Editorial notes:

[Click here to enter text.](#)

Author comments:

[Click here to enter text.](#)