**EDITORIAL STYLE SHEET**

**AUTHOR:** **DATE STARTED:**

**TITLE:****DATE COMPLETED:**

**PROD. EDITOR:** **COPYEDITOR:**

**ISBN:** **TEMPLATE:**

**MISCELLANEOUS NOTES**

Letter after word in vocabulary list indicates part of speech, where it makes a difference (a = adj., n = noun, v = verb, pa = predicate adj., and so on).

**PUNCTUATION**

American-style punctuation with quotations.

Serial comma.

No comma after And, But, etc. unless clause requiring it follows.

No comma before Jr., III, etc. in text; use as needed in references.

Quote marks only for quotes or very unusual or inexact usage.

**BIBLIOGRAPHY STYLE**

**FOOTNOTE STYLE**

**GENERAL TYPOGRAPHY**

**SPECIAL ELEMENTS**

**CAPITALIZATION, ITALICS, SPELLING**

Down capitalization.

Italicize words as words.

Punctuation after italics is italic.

American spelling.

**NUMBERS & DATES**

one–ninety-nine, plus even hundreds, thousands, etc.

1,234

Chapter Two

5 percent

$5 million

fifth

1990s

mid-1990s

401(k)

360-degree

5 a.m. (small caps)

9/11

fifth-century b.c. a (small caps)

**ABBREVIATIONS**

\* Translate Latin abbreviations.

**VOCABULARY**

a \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* a

anti—prefix, forms closed compounds unless otherwise noted

b \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* b

based—suffix, forms hyphenated a

c \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* c

d \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* d

e \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* e

f \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* f

g \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* g

h \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* h

high—prefix, forms hyphenated a except with high school

i \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* I

Internet

intranet

j \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* j

k \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* k

K–12 (note en dash)

l \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* l

m \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* m

multi—prefix, forms closed compounds unless otherwise noted

n \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* n

*N* = population figure

*n* = number in a sample

non—prefix, forms closed compounds except with proper nouns or 2+ words unless otherwise noted

o \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* o

over—prefix, forms closed compounds unless otherwise noted

p \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* p

post—prefix forms closed compounds unless otherwise noted

pre—prefix, forms closed compounds unless otherwise noted

pro—prefix, forms closed compounds unless otherwise noted

q \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* q

r \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* r

re—prefix forms closed compounds unless otherwise noted

s \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* s

self—prefix, always hyphenated

t \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* t

u \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* u

U.S. (a)

under—prefix, forms closed compounds unless otherwise noted

United States (n)

v \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* v

w \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* w

x \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* x

y \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* y

z \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* z