

Sample Style Guide

This book follows *The Chicago Manual of Style*, except where noted.

Punctuation

- An em dash (—) should have no space before or after.
- Use hyphens, en dashes, and em dashes appropriately. A hyphen is used to join words, an en dash is used to express ratios and relationships, and an em dash is used to indicate a pause.
- Ellipses (...) deviate from Chicago style and should use the default Microsoft Word format with no space before or after.
- With sentences separated by a colon (:), capitalize the first word after the colon if the line after is a complete sentence; otherwise, keep it lowercase. For example:

Learn from my mistakes: Expect quality and cost to be closely related, hire professional editors, and get your agreement and deliverables in writing.

A skilled professional editor can take your book from good to great with the following skills: a precision with words and language, an uncanny sense of good structure and narrative, attention to detail, and an ability to analyze for audience and purpose.

- Contractions may be used throughout to increase readability and lend a more informal tone. The decision to use a contraction should be made on a case-by-case basis.
- Numbers deviate from *The Chicago Manual of Style* and follow the *Associated Press Stylebook* instead. Spell numbers one through nine and use figures for numbers 10 and up. Follow AP rules for special circumstances when figures are used with lower numbers, such as age.
- Capitalize “Chapter” when referring to a specific chapter in the book; for example, “Chapter 1” or “Chapters 3 and 4.”
- Commas and periods go inside quotation marks, but all other forms of punctuation go outside, except in the case of dialogue or when the punctuation is necessary to the quoted material. For example:

“Dad,” I said, between hiccups and tears, “I didn’t make the A team. This is so unfair!”

Each article was color coded—green meant “ready to assign,” yellow meant “in progress,” and red meant “finished and uploaded to Dropbox for the designers”—and there was a color key at the bottom of the document so that everything was clear.

Can you believe some people think of editors as “word murderers”?

“If you see bad prose,” the text reads, “don’t be afraid to delete it!”

Footnotes/Endnotes and References:

Footnotes or endnotes follow Chicago style, and footnote or endnote numbering within the text goes after the punctuation at the end of the sentence being cited. For example:

The phrase, "The quick brown fox jumps over the lazy dog," contains all of the letters of the English alphabet.¹

Examples of citations (for a book, website page, published article, and blog post, respectively) are listed below:

Bowerman, Peter. *The Well-Fed Writer*. Atlanta, GA: Fanove, 2001.

Editorial Freelancers Association. "EFA: About Us." Accessed December 22, 2012.
<http://www.the-efa.org/about.php>.

Kamiya, Gary. "Let us now praise editors." *Salon*, July 24, 2007. Accessed December 22, 2012.
<http://www.salon.com/2007/07/24/editing/>.

Hocking, Amanda. "The Epic Tale of How it All Happened." Amanda Hocking's blog. August 27, 2010. Accessed December 6, 2012. <http://amandahocking.blogspot.com/2010/08/epic-tale-of-how-it-all-happened.html>.

Spelling

Use the following spelling conventions:

best-selling (use hyphen)

book editing (no hyphen); book-editing process (use hyphen)

book writing (no hyphen); book-writing process (use hyphen)

catchphrase (no hyphen)

coauthor (no hyphen)

copyedit; copyeditor; copyediting (no hyphen)

cowriting (no hyphen)

e-book (use hyphen)

e-mail (use hyphen)

Internet (not *internet*)

nerve-racking (not *nerve-wracking*)

track pad

Web (usually *the Web*)

website (not *Website* or *web site*)

For all other spelling inquiries, reference *The Chicago Manual of Style* and the Merriam–Webster online dictionary (merriam-webster.com).

Additional Notes

- The word “stage” is used to refer to one of the four stages of editing—developmental editing, substantive (content) editing, copyediting, and proofreading.
- The word “round” is used to refer to how many times a manuscript undergoes an editing stage; for example, “two rounds of copyediting.”
- Websites, when being identified or referred to in-text, should be lowercase with no “www” lead-in. For example:

Evernote (evernote.com) is a digital app with a telling tagline: “Remember everything.”
According to Freelance Weekly, “Evernote is great for collecting research for articles...”

The exceptions are in citations and when the reader is directed to a specific page or piece of information. For example:

For more information on plagiarism, including fair use and copyright laws, visit www.plagiarism.org and www.umuc.edu/library/libhow/copyright.cfm.