Title: *Book title*
Author: A N Author

# Language preferences/style

|  |  |
| --- | --- |
| Regional spelling choice | Choose either of the following:* British English: e.g. colour, kerb, behaviour
* US English: e.g. color, curb, behavior
* other preferred English (make a note of what this is)
 |
| iz/is suffixes | Choose, for example:* organization (acceptable in US and UK)
* organisation (acceptable in UK)

Watch out for words that always take -is- spelling: e.g. compromise. |
| Slang/jargon/idiom/other | Include brief notes on profanity, made-up words, foreign-word usage, and regional variations, e.g. lift vs elevator; sidewalk vs pavement. |

# Big-picture elements

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| Primary narrative tense | Examples include:* third-person past (She ran towards the river. Jake was waiting.)
* first-person present (I run towards the river. Jake’s waiting.)
* first-person past (I ran towards the river. Jake was waiting.)
 |
| Point-of-view structure | Examples include:* one character’s point of view throughout whole book
* different single characters’ points of view in different chapters
* multiple points of view within one chapter
 |
| World-building rules | Include brief notes on anything of note, e.g. differences in physics. |

# Formatting and layout

|  |  |
| --- | --- |
| Abbreviations/ contractions | Choose either of the following:* Dr. Mr. Mrs. (full points)
* Dr, Mr, Mrs (no full points)

Recommended: RPMs, FBI, NATO, BBC, NASA |
| Chapters | All chapters set on fresh page and numbered in chronological order (recommended). |
| Ellipses | Spaced either side (recommended): * ‘No. Not … not again. Please.’
* He fell to the bottom … and sank.
 |
| Numbers (general) | Numbers in a range are linked with an en rule (not a hyphen): * London, 1987–1999

Spell out numbers in narrative text unless doing so introduces awkwardness or goes against convention (recommended):* They ran for ten miles.
* He turned fifty last week.
* ‘Quick. Call 911.’
* In 1987 she was three months old.
* The twenty-year-old woman is called Orla. She lives five hundred miles away.
 |
| Paragraph indentation | Recommended:* first paragraphs in chapter or section: not indented
* body text paragraphs: indented
* use proper indents, not tabs
 |
| Possessives | Single possession: an apostrophe and s are generally used with personal names ending in an s, x, or z sound, as long as pronunciation isn’t hampered:* Louise’s dog
* Marx’s treatise
* James’s essay
* John Davies’ car (the car belonging to John Davies)
* John Davy’s car (the car belonging to John Davy)

Plural possession: use an apostrophe alone after the name or word (unless it doesn’t end with an s):* the Patels’ house (where Mr Patel and his son live)
* women’s rights
* people’s thoughts on the matter
* the houses’ front gardens
 |
| Public buildings and published works | Capitalize named buildings; use lower case for generic terms (recommended):* the River Thames; they walked along the river

Songs take quotation marks; albums take italic (recommended):* ‘Box of Rain’ from the album *American Beauty*

Magazine and book titles take italic; chapter titles take quotation marks (recommended):* Chapter 2, ‘The long walk home’, in *A Trip of a Lifetime*
 |
| Punctuation  | Dashes: choose from either of the following:* en rules: spaced when used for parentheses: e.g. He – that is, my husband – is a gem (more common in UK style)
* em rules: closed up when used for parentheses: e.g. He—that is, my husband—is a gem (more common in US style)

Special treatment at the end of sentences (recommended):* closed-up em rules for end of sentence interruptions: e.g. ‘But—’
* space before ellipses in trailing-off sentences: ‘Oh, I see. Well …’

Serial comma – choose to use or not, but aim for consistency (though be ready to break from consistency, or recast, to avoid confusion):* I like dogs, cats and mice.
* I like dogs, cats, and mice.

Questions within sentences should include the question mark (recommended)::* What the hell’s that? she thought.
 |
| Quotation/speech marks | Choose either of the following:* singles (nested doubles): ‘Did you hear that? She said, “Not in a million years.” I can’t quite believe it.’
* doubles (nested singles): “Did you hear that? She said, ‘Not in a million years.’ I can’t quite believe it.”
 |
| Section breaks | Aim for consistency. |
| Spaces | Replace double spaces with single spaces.Remove rogue spaces at end and beginning of paragraphs. |
| Speech and thoughts | Out-loud speech (recommended): use speech marks – double or single as per your preference.Unspoken speech/thoughts: choose from the following examples:* *I can’t do this*, he thought.
* I can’t do this, he thought.
 |
| Time styles | Times of day in even, half, and quarter hours are usually spelled out in text. With o’clock, the number is spelled out (recommended):* Her day begins at four o’clock in the morning.
* The meeting continued until half past two.
* We’ll start again at ten thirty.
* Cinderella needs to leave the ball before midnight.

With a.m. and p.m. and 24-hour clock, use numerals (recommended):* US style: The first train leaves at 5:22 a.m. and the last at 11:00 p.m.
* UK style: The first train leaves at 5.22 a.m. and the last at 11.00 p.m.
* 24-hour clock style: The first train leaves at 05:22 and the last at 23:00.
 |
| Titles and ranks | Lower case when used generally, but an initial capital letter when used in a form of address, before a name, or as part of a name (recommended): * a sergeant; but ‘Good evening, Sergeant!’
* I looked at my ma; but ‘What do you think, Ma?’
* ‘Yes, sir.’
* ‘The president will see you now.’
 |

# Main character names and key features

|  |  |  |  |
| --- | --- | --- | --- |
| **Group/family** | **First name** | **Last name** | **Key details** |
|  |  |  | Note: you can sort the rows in this table by column 1 to place all characters within the same family grouping together, or by columns 2 and 3 to check that names aren’t repeated.Select all the rows in the table, go to the Home tab, click on the Sort button and select the column you wish to sort by.Sort button:  |
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# Geography – key places and buildings

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| Place/building | **Description** |
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# Timeline – key points/shifts

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# Spelling preferences

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| AB | CD | EF |
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| GHI | JK | LM |
|  |  |  |
| NO | PQ | RS |
|  |  |  |
| TU | VW | XYZ |
|  |  |  |