

Title: TBD**Author:** XXX**Date:** XXX**Language**

| | |
|--|--------------------------|
| Regional spelling | American English |
| iz/is suffixes | iz (e.g. -ize, -ization) |
| Slang, jargon, terminology oridioms | XXX |
| Other languages | XXX |

Formatting and layout

| | |
|--------------------------------|---|
| Abbreviations/ contractions | Full stops for Dr., and U.S. but not ICU, IV, UK |
| Chapters | Start on new page Chapter heading in words (e.g. Chapter One), centered and bold |
| Dialogue | Closing punctuation before closing quotation mark |
| Displayed matter | No change to font size No quote marks |
| Italic/roman words | As according to <i>Chicago Manual of Style</i> |
| Numbers | In words Exception for house numbers, time, trade names and years |
| Page numbering | XXX |
| Paragraph indentation | First paragraph of chapter or new section not indented Following paragraphs indented |
| Punctuation | Oxford commas used |
| Quotation marks | Standard U.S. style, per CMOS |
| Running heads | Book title on left-hand (verso) page Chapter title on right-hand (recto) page |
| Section breaks | <i>Note punctuation indication, if any</i> |
| Special features | Italics used for emphasis |

| | |
|---------------------|----------------------------|
| H1 font/size | |
| H2 font/size | |
| H3 font/size | |
| Body text font/size | |
| Body text alignmt | |
| Spacing/kerning | |
| Book size | |
| Template | |
| Sentence Case | For titles – note if other |

Spelling and preferred forms

| | | |
|---------|----------|----------|
| AB • | CD • | EF • |
| GH • | IJ • | KL • |
| MN • | OP • | QR • |
| ST • | UVW • | XYZ • |

Key characters and their features; places; timeline; other

| | |
|-------|---------|
| FN LN | Details |
| XX | Details |
| XX | Details |

References

- *Merriam-Webster Dictionary Online* (www.merriam-webster.com)
- *Chicago Manual of Style*, 18th ed.

Specific Author Preferences

- Xxx

Common Queries

- xxx

Writing Observations

- xxx
- Reading grade level: xx

Formatting Observations

- Xxx

Silent Changes

- Xxx