

## Style Sheet

The following is a documentation of the style decisions made while content editing Erika Bates's story manuscript. The online edition of the Merriam-Webster dictionary and the sixteenth edition of the *Chicago Manual of Style* were referenced during the content edit of this manuscript.

### Formatting Decisions

- Spacing between Sentences
  - Use only one space between sentences rather than two to keep with standard rules of digital word processing.
- Use the directional single quotation mark for apostrophes (') as opposed to the non-directional mark (´) according to standard grammar rules.
- Use the directional double quotation marks for quotation marks (“ ”) as opposed to the non-directional mark (" ") according to standard grammar rules.

### Grammar Decisions

- Sentences
  - Fragments: Do not use a sentence that is dependent on another clause, meaning it cannot stand alone as its own sentence because it is not a complete thought (Ex. “She worked far into the night in an effort to salvage her little boat” as opposed to “Working far into the night in an effort to salvage her little boat”).
- Pronouns
  - In each new paragraph, or when dealing with multiple same-gender characters in a single paragraph, always use the character's name or a short description of the character (Ex. The gray-bearded man walked across the street) before you use a pronoun in place of the character's name or description (Ex. He walked across the street).
- Capitalization
  - Zeppelin: When used as a noun (to name a type of airship), only capitalize when it appears at the beginning of a sentence. When used as a proper noun (the company who invented zeppelins), capitalize every time it is used.
  - Plexiglass: When used as a noun (to name a type of material), only capitalize when it appears at the beginning of a sentence. When used as a proper noun (the company who invented plexiglass, spelled Plexiglas), capitalize every time it is used.
  - Artificial Intelligence: As this term is not a proper noun nor does it come from a proper noun, do not capitalize.
  - Academy: As this is a generic word that is not a proper noun, do not capitalize. Only capitalize when used in conjunction with a specific academy (Ex. Academy of Arts and Sciences, Academy of Aerospace and Engineering, etc.)

- Punctuation
  - Use a comma after introductory phrases that contain three or more words (Ex. After reading the note, Henrietta turned pale.).
  - Serial Commas: Separate every item in a list with a comma, including before the “or” or “and” that comes before the last item in the list (Ex. The woman was thin, tall, and blonde.).
  - Do not enclose restrictive phrases (a phrase that is essential to understanding the sentence) in commas (Ex. The woman with the guitar over her shoulder is my sister.).
  - Do enclose nonrestrictive phrases (a phrase that is not essential to understanding the sentence) in commas (Ex. My sister, with her guitar over her shoulder, turned to the drummer and gave the signal to begin.).
  - Use commas on either side of a parenthetical element (an explanation or comment) (Ex. The most provocative, if not the most important, part of the statement came last.).
  - When independent clauses (phrases that are complete sentences) are joined together by a conjunction (for, and, nor, but, or, yet, so), use a comma before the conjunction (Ex. All watches display the time, and some of them do so accurately.).
  - Do not use a comma before the word *and* in a sentence unless it comes before the last item in a list, or if it connects two independent clauses (complete sentences) together (Ex. “He printed out a week’s worth of crossword puzzles, and Bob arranged them on his clipboard” as compared to “He printed out a week’s worth of crossword puzzles and arranged them on his clipboard.”).
  - Use commas, colons, dashes, periods, or transitional words instead of semicolons whenever possible in order to create a more casual tone to suit the established tone of the piece.
  - Use a semicolon only between two independent clauses (complete sentences) to indicate a closer connection between the two sentences than a period does (Ex. She spent much of her free time in the ocean; no mere water-resistant watch would do.).
  - Do not use suspension points ( . . . ) in the narrative.
  
- Spelling
  - Do not change word spellings to indicate they are being drawn out (Ex. Soooo, Riiiiight). Use standard word spellings for these words (Ex. So, Right) and indicate they are being drawn out through description instead.
  - Always use contractions in the narrative for consistency (Ex. didn’t, don’t).
  - Spell out numbers from zero through one hundred and any number that appears at the beginning of a sentence (Ex. ten, thirty-three) rather than using the numerals (Ex. 10, 33).
  - The following words should be spelled and used as they appear in the Merriam-Webster Dictionary:
    - Dual-hulled as opposed to duel-hulled
    - Mull over as opposed to mole over
    - Backward as opposed to backwards
    - Vial as opposed to vile

- The following words do not appear in the Merriam-Webster Dictionary and should be replaced with the proper existing word:
  - Braid as opposed to rebraid
- Spell the following words specific to the manuscript according to the spellings given here for consistency because they are not in the Merriam-Webster Dictionary:
  - *The Helmstaar*
  - Flexi, Flexies
  - Aeroport
  - *Windsong*
  - Wing glider
  - *Teal Morning*
  - Adelaide
  - Sky Dese
- Hyphens
  - Use hyphens in the following words:
    - Hyphenate ages when used just before the person (Ex. a sixteen-year-old boy, a fifty-five-year-old woman)
    - T-shirt
    - Leather-bound
    - Heavier-than-air
    - Jerk-faced
    - Dual-hulled
    - Co-captain
    - Open-air
    - Old-fashioned
    - Well-oiled
    - Low-tech
    - South-southeast
    - Real-life
    - Long-term
    - Uh-uh
    - Adelaide-based
    - All-around
    - Three-piece
  - Do not use hyphens in the following words:
    - Do not hyphenate ages when used after the person (Ex. the boy was sixteen years old, the woman was fifty-five years of age)
    - Snow cone
    - Backpack
    - Topmost
    - Mini AI
    - Meat bag
    - Starburst
    - Hash mark
    - Wraparound

- Work vest
  - Stern side
  - Port side
  - Lengthwise
  - Crisscross
  - Wing glider (hang glider is not hyphenated)
  - Semicircular
  - Sucker fish
  - Plywood
  - Southeast
  - Chalkboard
  - Framework
  - Air travel
  - Forefinger
  - Retrofitted
  - Turn of the century
  
- Dashes
  - Do not use an en dash (–) in place of an em dash (—). The en dash is typically used to indicate number ranges (Ex. 1985–2007, 11:30 a.m.–4:00 p.m.).
  - Use an em dash (—) to set off anything that amplifies or explains something in the sentence. In this context, em dashes are used very similarly to parenthesis. (Ex. The chancellor—he had been awake half the night—came down in an angry mood.).
  - Use an em dash (—) as an alternative to a colon, especially when indicating an abrupt break in thought (Ex. It was a revival of the most potent image in modern democracy—the revolutionary idea.).
  - Use an em dash (—) as an alternative to a comma, or to serve as a “harder” version of a comma, especially when indicating an abrupt break in thought. (Ex. The all-renewable energy sector is 30 years away—and always will be.)(Ex. She outlined the strategy—a strategy that would, she hoped, secure the peace.).
  
- Dialogue
  - Use an em dash (—) to indicate a sudden break in thought or an interruption in dialogue (Ex. “Well, I don’t know,” I began tentatively. “I thought I might—” “Might what?” she demanded.).
  - Use suspension points (. . .) to indicate faltering or fragmented dialogue, usually caused by confusion or uncertainty (Ex. “I . . . I . . . that is, we . . . yes, we have made an awful blunder!”).
  - Introduce dialogue with a comma only when the dialogue continues as part of the sentence (Ex. She replied, “I hope you aren’t referring to us.”). Otherwise, place a period at the end of the sentence and then start the dialogue in a new sentence (Samantha shook her head. “Life isn’t like the movies.”).
  - Start a new paragraph whenever a second character does or says something (Ex. He said, “I told you to stay where you are.”  
“I know,” she replied, “but I couldn’t help myself.”)