

BOOK/PROJECT: SAMPLE SHEET

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DATE CREATED: 01/01/2020

REFERENCES

Style Guide: The Chicago Manual of Style, 17th Edition

Dictionary: Merriam–Webster's Collegiate Dictionary, 11th Edition

Other References: Merriam–Webster's Dictionary of Synonyms

TYPOGRAPHY

Font: Times New Roman

Font Size: 12 pt.

Headings: Times New Roman, 14 pt.

Margins: 2 inch

Captions: Times New Roman, 10 pt., italicized

PUNCTUATION & CAPITALIZATION

- Use downstyle capitalization
- Use Oxford (serial) comma

DATES & NUMBERS

- Spell out numbers from zero through one hundred
- All time references to appear as numerals followed by either a.m. or p.m. in lowercase letters with periods after each letter (2:00 p.m., 4:30 a.m.)
- Spell out months (January, November, etc.) and use numerals for day and year (January 31, 2020)

PERMISSIONS / CREDITS NEEDED

- Song lyrics (MS pg. 104)
- Quote (MS pg. 257)

ABBREVIATIONS & ACRONYMS

- U.S. (capitalized with periods after each letter)
- USDA (no periods after letters)
- org. for organization
- assn. for association

FRONT MATTER / BACK MATTER

Table of Contents: Times New Roman, 12 pt., colon after chapter number
(Chapter 1: In the Beginning)

Glossary: Times New Roman, 12 pt., bold words to be defined

Footnotes: None

SPECIAL SYMBOLS

- Use % symbol for all references to percent
- European diacritics (è é ñ)

FOREIGN WORDS & PHRASES

- e pluribus unum
- sans souci

Use italics for foreign words or phrases not found in M-W dictionary

SPECIFIC WORDS / SPELLINGS

A

- ameliorate
- avocado

B

- Baha
- bye-bye

C

- casbah (not kasbah)
- Cushing's disease

D

- disinterested (not uninterested)
- duh

E

- Eleusinian
- email

F

- fait accompli
- fief

G

- grey (not gray)
- Goody Two-shoes

H

- hedonism
- Heimlich maneuver

I

- improvisatore
- infotech

J

- jabberwocky
- Johnny-on-the-spot

K

- keeshond
- Krugerrand

L

- lazybones
- lurdane

SPECIFIC WORDS / SPELLINGS

M

- misanthrope
- mud flap (two words)

N

- near-infrared
- nearsighted

O

- Odysseus
- oyez

P

- paisy-waisy
- pugilist

Q

- Q-boat
- Quonset

R

- repechage
- ropedancer (one word)

S

- self-abasement
- smashmouth (one word)

T

- tell-all
- TV dinner

U

- U-boat
- uh-oh

V

- Valhalla
- vice president

W

- wannabe
- win-win

X, Y, Z

- Xanadu
- yadda yadda
- zero-sum