

[PUBLISHER NAME] Style Sheet

BOOK TITLE: [Trade Nonfiction Book]

BOOK PUBLICATION DATE: February 2010

STYLE SHOOT REVISION: 2/27/10

AUTHOR: [Nonfiction Author Name]

COPY EDITOR: WordSharp.net

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SOURCES:

The Chicago Manual of Style, 15th ed

Merriam Webster's New Collegiate Dictionary, 10th ed

STYLE:

Accents in foreign words: Retain accents Retain accents on capital letters.

Capitalization: of works—headline style, plus capital for prepositions of five or more letters.

Colon: Capitalize the first word after a colon only if the word begins a complete sentence.

Comma: Use the serial comma.

Dash: Use the emdash with no spaces on either side.

Ellipsis: marked by three periods with a space between each and a space on either side (e.g., He said . . . it was OK.)

Hyphen: Close up all *multi-*, *non-* and *post-* prefixes; all *pre-* prefixes except when a capital letter or numeral follows; and all *-wide* suffixes. Close up *re-* prefixes unless the result is awkward or misleading.

Italic: Use italic for emphasis, for words as words, and for thoughts and implied speech.

Numbers: Spell out most numbers, but use numerals for dates, years, twentieth century decades, statistics, amounts with decimals, exact or near exact amounts of 1 million or more and percentages.

Ages: spell out.

Decades: When abbreviating twentieth-century decades, use an initial apostrophe but no secondary apostrophe (e.g., *the '60s*)

Dollar amounts: Use numerals. Use comma for \$1,000 and more (American usage).

Fractions: Spell out, using hyphenated compounds (e.g., *one-third*)

Percentages: Use numerals but spell out the word *percent*.

Period: single-space after each period.

WORDS:

all right (not alright)

aside from (not besides)

backward (not backwards)

bestseller (not best seller)

commonsense (adj.)—one word only as an adjective (e.g., a commonsense solution)

community supported agriculture (CSA)

foregoing (preceding) foregoing (to do without)

forward, (not forwards)

fulltime (not full time or full-time)

hardwired

health-care (adj.); health care (n.)

Internet (not internet)

online (not on-line)

onsite (not on-site)

payoff (n.)

textbook

under way (adv.); underway (adj.)

U.S. (adj.); United States (n.)

website—no cap, no space

well-being (n.)

worldwide

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 Reader, Eddi
 Sweeney, Julia - *Comic actor*
 Talgam Itay
 Taylor, Jill Bolte - *Brain researcher*
 Utko, Jacek
 Vardi, Yossi - *Investor*
 Veasey, Nick
 Wertheim, Margaret
 Whitaker, Romulus

OTHER PROPER NOUNS:

Accerinox Scandinavia
 Charkdelikatesser Halmstad
 Dirham - Dubai currency
 Gedimino Prospektas
 Housatonic River, Connecticut
 IKEA
 La tecnología espacial
 Łódź, Poland
 Monongalia County, West Virginia
 National Science Foundation (NSF)
 Oradell, New Jersey
 Paine Webber
 Panevėžys, Lithuania
 Reddit.com
 Saguaro National Park
 TED: Ideas worth spreading
 Walmart (not Wal-Mart)

TITLES OF WORKS:

A Brief Tour of Human Consciousness
Are You Ready to Succeed?
Collapse: How Societies Choose to Fail or
 Succeed
My Stroke of Insight
New York Times (do not capitalize preceding "the")
Phantoms in the Brain
The Great Fire Now
The Happiness Hypothesis
The Hidden Influence of Social Networks
The Pearly Gates of Cyberspace
Wall St. Journal (do not capitalize preceding "the")