

Style Sheet

Shades of Milk and Honey

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General Style Rules.....2

General Style Rules

The book follows *The Chicago Manual of Style*, 15th ed. (CMS), *Words into Type*, 3rd ed. (WIT), and *Merriam-Webster's Collegiate Dictionary*, 11th ed. (Web11). *Merriam-Webster's New International Dictionary*, 3rd ed. (Web3) has been used to verify words not contained in Web11.

Spelling

British spelling, vocabulary, and word usage have been maintained, as well as particular Jane Austen spellings: "chuse," "shew." Many archaic spellings, such as "co-operate" have also been maintained. Please see style sheet for particulars.

Capitalization

- Capitalize only a series of sentences following a colon; lowercase otherwise.
- For this particular book, titles of nobility (Viscountess, etc.) have been capitalized in all positions.

Numbers

- Numbers generally follow CMS. Numbers from 1-99 and any even hundred, thousand, etc. are spelled out; large millions and billions may be preceded by a numeral: 900 million.
- Round, approximate numbers are spelled out.
- Numbers in dialogue are spelled out, with exceptions for years and other long numbers.

Grammar

- Grammar within dialogue (including "which/that" and "forward/forwards" distinctions) should not be adjusted unless it seems out of character for a particular individual.
- For this particular novel, to maintain period voice, "which" has often been used where "that" might be grammatically appropriate today.
- Subjunctive has often been maintained for period voice.

Punctuation

- Commas:
 - When the second of two independent clauses joined by a conjunction begins with an adverbial clause, do not place a comma immediately following the conjunction (*WIT*, p. 196, last paragraph).
 - Do not use a comma before a clause beginning with *before*, *when*, *while*, *as*, or *since* restricting the time of the action of the principal verb (*WIT*, p. 197).

- Ellipses:
 - used for speech trailing off or for faltering speech
 - ". . . fragment . . ."
 - "Fragment . . . ?" he asked, the question trailing off.
 - "Fragment . . . ," he said.
 - "Full sentence that trails off. . . ."
 -

- Em dash:
 - "Interrupted speech--"
 - "Interrupted speech--?" she asked.
 - "He--he died?" she stammered between words.
 - "You and you"--he pointed--"come with me."

- Hyphens:
 - prefixes closed per *CMS*
 - "Sh-she didn't tell me that," he stuttered.

- Possessives: Add the *s* after the apostrophe on singular possessives of nouns ending with *s* or *x*.

Special Display

- Words as words are italic.
- Remembered speech is italic, in quotation marks.
- Direct, first-person thoughts are Roman, no quotes

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