

Manuscript Title
Line Editor Style Sheet

References

Chicago Manual of Style, 17th ed.

Merriam-Webster's Collegiate Dictionary, 11th ed.

Numbers

Spell out whole numbers from zero through one hundred. (CMS 9.2)

Spell out whole numbers one through one hundred followed by *hundred, thousand, or hundred thousand* unless referring to monetary amounts. (CMS 9.4)

Spell out numbers in dialogue.

Use numerals and spell out the word *percent* when writing percentages unless the percentage occurs within dialogue. If occurring in dialogue, spell out the number with the word *percent*. (CMS 9.18)

Capitalization

Lowercase abbreviations for time of day and include periods. Ex: **a.m.** not **AM**, **p.m.** not **PM** (CMS 10.41)

Spelling

Follow US spelling rules.

Use **blond** for males and females.

Abbreviate social titles to **Mr.** and **Dr.** unless they are used alone in place of a name. (CMS 10.16)

Punctuation

Use Oxford comma.

Use quotation marks for small phrases like "me time."

Use quotation marks for descriptive phrases to describe gestures. (Ex: an "off we go" gesture)

Do not use an em dash within or immediately following another element set off by an em dash or pair of em dashes. (CMS 6.85)

Do not add ending punctuation after *oops* on p. 154 and 155. The lack of periods is intentional.

Dialogue

Allow uncommon contractions in dialogue. (Ex: *John's* for *John is*, *something's* for *something is*)

Preserve improper grammar in Jessica's dialogue.

Allow the abbreviation *PA* for Pennsylvania in dialogue. (p. 42)

Dialogue with extended quotation marks: **John** (p. 15-16), **Daniel** (p. 129), **John** (p. 186), **Jessica** (p. 200-201)

Use a hyphen for stuttered or stammered speech and lowercase the second letter if the stuttered word is at the beginning of a sentence unless the word is a proper noun. (Ex: T-Travis is m-my brother. M-my brother i-is Travis. Travis, I-I am your s-sister. I-is Travis your brother?)

Italics

Use italics for internal dialogue.
 Use italics for chapter headings.
 Use italics for onomatopoeia.
 Use Bold for text messages.
 Use italics for handwritten words.

Trademarks and brand names

Adirondack
 Band-Aid
 Claritin
 CNN
 Converse
 Dodge Charger
 Dodge Ram
 Facebook
 Fritos
 iTunes
 Jacuzzi
 Jeep Wrangler
 Mastercard
 Pop Rocks
 Pop-Tarts
 Q-tip
 Styrofoam
 Tylenol
 Weed eater
 Windows (as in Microsoft)

Movies, TV shows, characters, songs, and books

"You Belong with Me" (song)
An Abundance of Katherines (book)
 James Bond (character)
 Master Yoda (character)
PAW Patrol (TV show)
The Lion King (movie)
the New York Times (newspaper)

Slang

'em
ass
asshole
aw
bullshit
come onnnn (p. 185)
crappy
damn it
damn
kiddo(s)
dang
e'rybody (p. 249)
eh
fuck
fucking
f-word
goddamn
gonna
gotcha
gotta
hell
helloooo (p. 100)
huh
im-fucking-possible
jeez
kinda
mm-hmm
outta
playin'
shhh
shiiiit (p.185)
shit
shitty
ugh
uh
uh-huh
wanna
ya
yeah
yup

Places

1 Alder Street
 11 Hope Lane
 13 Hope Lane
 East Coast
 General Hospital
 Highway 15 East
 Hope Lane
 New York
 New York, New York
 Pennsylvania
 Phoenix
 Regency Apartment Complex *also* the Regency
 Route 33
 Saint Peter Catholic School *also* Saint Peter
 Seaside, New Jersey
 the Northeast
 United States
 Washington
 Washinton Elementary

Word List

5 x 8
 5G
 911
 à la
 Achilles' heel
afterward not *afterwards*
amongst not *among*
ax not *axe*
backwards not *backward*
 Cape Cod (as in cottage)
 Catholic
 chain saw
 chainsawing
 co-shared
 COVID
 COVID-19
 crescendoed
 déjà vu
dreamt not *dreamed*
 Drive (capped when referring to the proper name of the gear position)
 Edvard Munch (artist)
 EKG
 four-ways (as in flashers)

Global Studies

God

hiccuped

Houdini

ibuprofen

icebreaking

knelt not *kneeled*

leapt not *leaped*

lightsaber

lip-smack

Lord (capped when referring to God)

Maps app

Monopoly (board game)

Neutral (capped when referring to the proper name of the gear position)

New York State Fair

okay not *OK*

one-way (as in street)

Park (capped when referring to the proper name of a gear position)

Realtor

Reverse (capped when referring to the proper name of the gear position)

Roanoke

Scrabble (board game)

sirening

Stratego (board game)

The Scream (painting)

thwack

toward not *towards*

Twister (board game)

United Nations

Washington Central School District

Wi-Fi

ziplock

Name List

Annette Smith: female, Jessica's mother, gray hair, brown eyes, glasses, uses a cane when walking

Daniel Smith/Danny: male, Jessica's brother, buzzed haircut, brown eyes

Helen: female

Jan: female, curly brown hair, short

Jessica Smith/Jess: female, long blond hair, brown eyes, short, curvy, John's girlfriend

John Johnson: male, 42 years old, brown hair, green eyes, Jessica's boyfriend, scar on left hand

Kane Johnson: male, John's son, brown hair, gray eyes, 7 years old

Mike: male, waiter