

Style Sheet for Smash all the Windows

General appearance/Layout

Font: Minion 11 (Working document will appear in Garamond)

First line of new chapter, no indent

Scene breaks – 12 space, no first line indent

Speech marks

Speech marks – double

When dialogue appears within speech – single (quote) marks

When speech goes into a second (and subsequent paragraphs) no closing speech mark on end of paragraph and quote mark at beginning of second and subsequent paragraphs.

Imagined speech – single (quote) marks

Character names [list all character names with the spelling, age and brief description.]

Gina Wicker (mother of Ollie Wicker, Victim)

Bill Wicker (soon to be ex-husband of Gina)

Oliver Wicker (son of Gina and Bill, Victim)

Tamsin Wicker (daughter of Gina and Bill, sister to Ollie)

Jackie (girlfriend of Bill Wicker, referred to as Bloody Jackie)

Stephanie (Jackie's daughter, Bill's stepdaughter)

(Bill's baby son is not referred to by name).

Maggie Chapple (married to Alan, mother of Rosie)

Alan Chapple (married to Maggie, father of Rosie)

Rosie Chapple (daughter of Maggie and Alan, station supervisor, scapegoat)

Jules Roche (Sculptor, French, married to Evelyn, father of Louis, NB See Grammar Rules.)

Evelyn Roche (Married to Jules, mother of Louis, Victim)

Louis Roche (Son of Jules and Evelyn)

Eric Carwood (trainee solicitor)

Sorrell Malloy/Carwood (Eric's girlfriend/wife, the families' solicitor)

Donovan (Married to Helene, father of Cassie)

Helene (Married to Donovan, mother of Cassie)

Cassie (Daughter of Donovan and Helene, partner of Stefan George, mother-to be)

Stefan George (Cassie's partner, father- to-be, victim)

Sadie George (Stefan's mother)

Pete George

Crisanto (witness/survivor)

Place names

St Botolph

Old Billingsgate

Grammar and Punctuation Rules [List punctuation rules—serial comma or no serial comma, em dash rather than parentheses]

[Oddities in grammar or punctuation, especially anything outside standard usage. If the writer wants a knowingly different usage, be sure to include a note about that unusual usage]

Jules Roche

Broken English

Always present tense

Often use singular instead of plural

Colon

No space before, single space afterwards

Lower casing afterwards, unless used before dialogue

Commas

Use Oxford comma only when meaning is altered without it.

Omit comma after words that are usually dialogue tags but are used in a different context, e.g., The sign said *Detective Agency*.

Use commas around *too* when it is used midsentence in the place of *also*.

No comma to separate parts of compound measurements, e.g., six feet two inches tall.

Use to separate names in dialogue from the rest of the dialogue when a character is being addressed.

Semi-colons

Used to join two complete sentences together.

Compound Nouns/Adjectives

Not to be hyphenated when they appear in caps, e.g., African American.

Compound adjectives preceding nouns to be hyphenated only if the meaning would not otherwise be clear, e.g., high school student, but long-term decision.

Hyphens

a long-standing friend

not a long standing friend

well-defined rules

not well defined rules

a copper-producing region

not a copper producing region

a low-scoring match

not a low scoring match

little-expected news

not little expected news

a green-eyed beauty

not a green eyed beauty

a rough-and-ready approach

not a rough and ready approach

a salt-and-pepper moustache

not a salt and pepper moustache

Contractions – acceptable except for Jules Roche

Cut off dialogue - Use ellipsis for dialogue that trails off, em dash for dialogue that's cut off.

Dash – em dash

To be used with a space either side when it appears as an interruption in a sentence.
To be used without a space when there is a cut-off mid-word.

Initials

Initials appearing with surnames with have both a period and a space in between, e.g., J. E. Davis

Italics

Direct and indirect thoughts, mouthed dialogue, telepathic dialogue, signs, handwriting, text messages, emails, typed text, computer commands.
Emphasis.

Names of ships, long musical works, televisions programmes, radio programmes, CD titles, books and other publications, such as newspapers.

Foreign words.

Letters as shapes, e.g., *X* marks the spot.

Newspaper headlines

Where used, to also be used on following punctuation and speech marks, e.g., *Medal of Honour?*”

Newspaper Headlines

In narrative, in italics, no caps

In dialogue, italics, caps

Lower casing/Capitals

Generic terms used to address someone and not an established nickname for that person are lowercased: sweetheart, pumpkin, my dear, ma'am, jerkface.

Occupational titles used in place of a name to be capped: Doctor, Officer, Lieutenant.

Temporary epithets to be capped: Mr. Wonderful, Crazy Homeless Guy.

Substantives where they refer to particular individuals to be capped. Thus, the King fled to Dover'.

Foreign words [list any specifics].

Absurdité

Bof (exclamation)

Désorientation

enfant terrible,

Exactement

Intéressant

Merde
n'est-ce pas?
Non
Objets
Oui/Huoui
Pfff (exclamation)
Qu'est-ce qu'il y a?
Représentation
Réticente
Vandale
Violente

Abbreviations – not generally used with the exception of titles (Mr, Mrs, Dr), those in common usage (AD, BC), organisations better known in their abbreviated form (BBC, RSPCA) and the following: MoD, GCSE [list others]

Possessives

Use 's for possessives ending in s/z only where the 's is pronounced.

St James's Park

Jules's home

But

Louis' home

The families' solicitor

My parents' bedroom

Numbers

One to ninety-nine appear as words, including these numbers when followed a hundred or thousand, e.g., two thousand, or as a measure, e.g., one hundredth.

Exceptions:

- Use numerals for the day of the month, except in speech.
- where two numbers appear next to each other, when the first appears as a number, e.g., We lashed 3 six-foot ladders together
- where a decimal point is used, e.g., 2.5 children

Compound numbers to be hyphenated, e.g., twenty-one.

100 plus appears as numerals, except:

- Where used in speech, e.g., "There were one hundred and fifteen applicants for the job."
- Where they appear at the beginning of a sentence, e.g., One hundred and fifteen waiters applied for the job.

Full size letters to follow ordinal numbers, e.g., 102nd.

Fractions

should be spelt out, e.g., one third of the total.

To be hyphenated when used as a compound, e.g., a three-quarters majority.

Percentages

Spell out the number and the words, per cent

Time

Spell out the time of day in narrative and dialogue, e.g., seven o'clock, five fifty-three.

Spell out words for the hour, quarter, and half hours.

Do not use a hyphen to join hours and minutes, e.g., four forty-five

Dates

Use numerals for years, whether in narrative or speech.

Use the form 14 July

Decades

To be written as words.

Not to be capitalised.

Spell out century references.

No hyphen when mid is used as prefix (midyear, midcentury, midterm, midmonth, and midthirties)

Exceptions:

- Include a hyphen before a capital letter. Thus, mid-October.
- Include a hyphen before compounds (hyphenated or open). Thus, mid-nineteenth century and mid-fourteenth-century lore.

Spelling

I go by the Oxford English dictionary, UK spelling, but where it offers alternative spellings or optional hyphens (or where no entry for compound nouns), I use the following (all have proved problematic in the past):

ise word endings (e.g., realise and not realize)

acknowledgments

air raid siren

air rifle

alright

answerphone

autopilot

babysitting

backdrop

balk

bannister

bedlinen

bellboy

belly flop

bittersweet

bomb site

bookmark

break time

breathtaking

brushstrokes

businesslike

bypassing

campsite

cartwheeled

cat flap
cell phone
chaise longue
childlike
classmates
colouring-in
comedown
co-operate
courtroom
counterbalanced
dishcloths
doghouse
doorbell
doorframe
doorknockers
downturned
dressing gown
earmark
eggshell
facemasks
fallout
fingermarks
flatmate
flowerbed
focusing
glovebox
gobsmacked (no hyphen)
goosepimpled
greatcoat
ground floor
halfway
handbrake
handmade
handwritten
hard drive
headshake
homecoming
ice cream
inkwell
jawline (no hyphen)
judgement
lambswool
lamp post
landfill
letterbox
licence
lip gloss
lopsided
lunchbox
make-up

marvellous
midway
milk crates
milkladies
mobile phone
motorbike
newborn
newfound
nickname
nightclothes
night work
night workers
nondescript
notebooks
noticeboard
OK
old-fashioned
oncoming
online
overarm
overcrowded
overdramatic
overenthusiastic
overexposed
oversized
overspilling
overstretch
overtime
pass mark
peacetime (no hyphen)
pillowcase
pitbull
plaster casts
pockmarked
preoccupied (no hyphen)
preordained
proofreaders
punchbag
punchline
railcards
realise
reassurance
ribcage
right-hand corner
ring binder
ringleader (no hyphen)
roadworthy
roll call (no hyphen, my typo)
rush hour
scaremongering

schoolboy (all one word)
scrapbook
semicircle
shoelace (one word)
shortcuts
shortlisted
sidestepping
sidetrack
sidetracked
small talk
staircase
staffroom
stillborn
storytelling
striptease
subtext (no hyphen)
sun lounger
tabletop
tailpiece
telltale
throwaway
thumbnail
tiptoes
toenails
topknot
upturned
viewfinder
wartime
washbag
well known
wisecracks
wish list
woodcarving
woodchip
wristwatch
wrongdoing