

Basic Style Sheet

- **General:** (Capitalization of names, places, titles etc, special use of punctuation etc)
- **Names:** (Names of your characters, perhaps with the page they are introduced)
- **Places:** (Same as names, but be specific in how they appear throughout the book, i.e. The Library instead of the library, with The Library being a specific place and always capitalized like this.)
- **Things:** If you invented items with specific names, list them, if you use a specific style for one(i.e. *Lid* always in italic) list it.
- **Creatures:** Same as Things
- **Numbers:** List how numbers are treated throughout. (i.e. Twenty-One, twenty-one, twenty one, 21)
- **Grammar / Punctuation:** (i.e. the way you use hypens, em-dashes, commas, ellipsis etc)
- **Special Style uses:** i.e. Telepathic communication is always in Italic
- **Terms used:** (i.e. a phrase, etc)
- **Table of Contents** (By chapter, three or four word description, and start page)