Academic Style Sheet Template

## **Client Name**

*Client or Author’s Name*

## **Document Title**

*Title of Document*

# General Information

* Start with general information about the document.
* This may include the client’s style guide preference and the purpose of the document (e.g., if it is for a journal or university assignment).

# Linguistic Preferences

## Overall Style

* Add notes about unique elements of the style of the writing here.
* If there are particular turns of phrase or intentionally broken rules of grammar in the writing style, track them in this section.
* This may include more subjective, personal observations as you become familiar with the writer’s work.

## Spelling Preferences

* Add spelling preferences, such as the dialect used, here.
* You can also add information about how to write numbers, dates, or any other mechanical issues related to style here (or in separate sections below).
* Focus on common use issues in this section. Words and spellings specific to the document can be added to the “Key Names and Terminology Preferences” section below.

## Punctuation Preferences

* Add punctuation preferences, such as whether to use serial commas, here.

## Capitalization Preferences

* Add capitalization preferences, such as for titles or concepts, here.

# Formatting

* Add basic information for the formatting of the document here (this is useful for ensuring consistency even if you are not offering a formatting service).
* This can cover things like fonts, layouts, page numbering, and heading styles.

# References and Quotations

* Use this section for information on citations and referencing formats. In particular, focus on cases where references do not follow the standard rules of the style guide specified (e.g., frequently cited sources that use an abbreviation).
* If your client is following a set referencing style (e.g., MLA or APA) with no unusual sources or variations on the standard system, it is fine to just note the style in the general information section. You can then refer directly to the specified style guide.

# Technical Terminology and Abbreviations

## Key Names and Terminology

* List important names, neologisms, and technical terms here.

## Key Abbreviations

* If the document uses a lot of abbreviations, add a list of the full terms and shortened versions here so you can check for clarity and consistency.