Non-Fiction Style Sheet Template

**Client Name:** *Client or Author’s Name*

**Manuscript Title:** *Title of Manuscript*

### Manuscript Overview

* *Start with the big-picture details about the document.*
* *This may include a description of what the manuscript is about, its target audience, the overall style, or requests the client made in the brief.*

### Linguistic Preferences

**Spelling and Grammar Preferences**

* *Add spelling and grammar 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 frequently repeated issues here. Individual words and spellings can be added to the ‘Key Names and Terminology Preferences’ section below.*

**Punctuation Preferences**

* *Add punctuation preferences here (e.g. the type of quote marks to use).*

### Formatting and Layout Preferences

* *Use this section for information on how the manuscript should be formatted*
* *This should include key details on fonts and layout to ensure consistency.*

### References and Quotations

* *Many non-fiction titles will include citations or a bibliography, so make sure to include notes on the referencing style your client has used in their manuscript.*
* *If they are using an established style guide, make sure to note any exceptions to the rules set out therein or variations that the client has specified.*

### Key Names and Terminology Preferences

|  |  |  |  |
| --- | --- | --- | --- |
| **A/B** | **C/D** | **E/F** | **G/H** |
|  |  |  |  |
| **I/J/K** | **L/M** | **N/O** | **P/Q** |
|  |  |  |  |
| **R/S** | **T/U** | **V/W** | **X/Y/Z** |
|  |  |  |  |