



Style Guide for Print

Unless requested otherwise, I will use the following guide when setting up the print version of your book. Much of this is pulled from the Chicago Manual of Style.

- Straight quotation marks converted to typographer's quotes
- A single quote next to a double quote will have a thin space between
- One space following a period
- Punctuation set roman or italic to match the main text
- No spaces before and after em dashes; dash may fall at end or beginning of line
- Number ranges separated by en dashes
- Ellipses formed by three spaced periods with a space before and after; may fall at end or beginning of line
- Hyphenation: maximum two hyphens in a row, one hyphen per word, compound words broken at their natural division, at least two letters before hyphen and three letters after; whenever possible, proper nouns or last word of paragraph or page won't be hyphenated
- Scene breaks indicated with three asterisks, centered on page
- Widows and orphans: at least two lines at top of page or column; one line permitted at bottom of page or column
- Facing pages to have matching depths (same bottom margin) unless a variable page depth is part of the design
- Page spreads may be shortened up to two lines to allow better fitting across a chapter
- Last page of a chapter to have at least four lines
- Subheads near beginning or end of page to be preceded or followed by at least two lines
- Pages without text to be unnumbered and without running head
- First page of each chapter to be without running head
- Page numbering: front matter in roman numerals; arabic numerals to begin with introduction or chapter 1
- Fiction: chapters to begin on next new page (recto or verso); chapters may begin on same page if page count is an issue
- Nonfiction and fiction: major parts to begin on right-hand page (recto)