

U.P. Reader Style Sheet

Title: *U.P. Reader*

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Style Sheet Completed: 12/9/22

Language preferences/style

Style Manual	The Chicago Manual of Style 17 th ed
Dictionary	Merriam-Webster's Collegiate 11 th Ed

Formatting and layout

Abbreviations/contractions	Choose either of the following: <ul style="list-style-type: none">• Dr. Mr. Mrs. (full points) Recommended: RPMs, FBI, NATO, BBC, NASA
Chapters	All stories that are not poetry set on fresh page with author's name. Example: by Tyler Tichelaar Poetry can either be one or two poems per page, depending on length. Only one author per page, with the author listed under both poem titles, same as with prose.
Ellipses and Highways	Spaced either side: <ul style="list-style-type: none">• 'No. Not ... not again. Please.'• He fell to the bottom ... and sank.• Use hyphens: M-26; US-41
Numbers (general)	Numbers in a range are linked with an en rule (not a hyphen): <ul style="list-style-type: none">• London, 1987–1999 Spell out numbers in narrative text unless doing so introduces awkwardness or goes against convention (see convention rules in CMoS): <ul style="list-style-type: none">• They ran for ten miles.• He turned fifty last week.• 'Quick. Call 911.'• In 1987 she was three months old.• The twenty-year-old woman is called Orla. She lives five hundred

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	miles away.
Paragraph indentation	<p>Recommended:</p> <ul style="list-style-type: none">• Poetry: follow indents according to author submission.• body text paragraphs: indented• use proper indents, not tabs
Possessives	<p>Single possession: an apostrophe and s are generally used with personal names ending in an s, x, or z sound, as long as pronunciation isn't hampered:</p> <ul style="list-style-type: none">• Louise's dog• Marx's treatise• James's essay• John Davies' car (the car belonging to John Davies)• John Davy's car (the car belonging to John Davy) <p>Plural possession: use an apostrophe alone after the name or word (unless it doesn't end with an s):</p> <ul style="list-style-type: none">• the Patels' house (where Mr Patel and his son live)• women's rights• people's thoughts on the matter• the houses' front gardens
Public buildings and published works	<p>Capitalize named buildings; use lower case for generic terms:</p> <ul style="list-style-type: none">• the River Thames; they walked along the river <p>Songs take quotation marks; albums take italic:</p> <ul style="list-style-type: none">• 'Box of Rain' from the album <i>American Beauty</i> <p>Magazine and book titles take italic; chapter titles take quotation marks:</p> <ul style="list-style-type: none">• Chapter 2, 'The long walk home', in <i>A Trip of a Lifetime</i>
Punctuation	<p>Dashes: choose from either of the following:</p> <ul style="list-style-type: none">• em rules: closed up when used for parentheses: e.g. He—that is, my husband—is a gem <p>Special treatment at the end of sentences:</p> <ul style="list-style-type: none">• closed-up em rules for end of sentence interruptions: e.g. 'But—'• space before ellipses in trailing-off sentences: 'Oh, I see. Well ...' <p>Serial comma</p>

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	<ul style="list-style-type: none"> I like dogs, cats, and mice.
Spaces	Replace double spaces with single spaces. Remove rogue spaces at end and beginning of paragraphs.
Speech and thoughts	Out-loud speech: use double quotation marks Unspoken speech/thoughts: <ul style="list-style-type: none"> <i>I can't do this</i>, he thought.
Time styles	Times of day in even, half, and quarter hours are usually spelled out in text. With o'clock, the number is spelled out: <ul style="list-style-type: none"> Her day begins at four o'clock in the morning. The meeting continued until half past two. We'll start again at ten thirty. Cinderella needs to leave the ball before midnight. With a.m. and p.m. and 24-hour clock, use numerals: <ul style="list-style-type: none"> The first train leaves at 5:22 a.m. and the last at 11:00 p.m.

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Spelling preferences

AB	CD	EF
	da Yoop	
GHI	JK	LM
NO	PQ	RS

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		Sault Ste. Marie Sault Saint Marie The Soo
TU	VW	XYZ
U.P.		Yooper da Yoop