Basic Style Sheet

Editorial & Mechanical Decisions

Project Information	Title:		
	Date:		
	Editor's Name:		
	Authorities	Dictionary:	
		Style Guide:	
Formatting	Font: (body text only)		
	Headings: (levels/case)		
	Alignment: (justified/ragged edge)		
Text Elements	Abbreviations: (first use / repeated use)		
	Italics: (titles, thoughts, emphasis, foreign terms)		
	Contractions: (allowed / avoided)		
Punctuation (serial comma, dashes)			
Capitalization			
Numbers	Time:		
	Dates:		
	Currency:		
	Age:		
Spelling (regional preference)			
Citations & References			
Visual Elements		Placement	Captioning
	Photos		
	Illustrations		
	Tables		
	Graphs		
	Charts		

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