

Why Use a Style Sheet?

It is best practice to impose consistent style treatment to elements throughout your document, such as the treatment of numbers and dates, hyphenation, capitalization, variant spellings, formatting of text elements such as lists and subheadings, and citation style. Record the major and unusual style elements on a style sheet.

A well-prepared style sheet is indispensable to the author or proofreader who will follow the project through production. Your style sheet should list unusual spellings and compounds and any style decisions. Also, include significant names and titles and examples of bibliography, note, date, number, and capitalization style (see example below).

Name of project/job:			
AB	CD child care daylong	EF	GH
IJ lower-than-projected (adjective)	KL	MN nonprofit	OP ongoing
QR	ST team-building (adjective)	UV under way	WX well-balanced
YZ	Numbers \$5 million 10 not ten	Abbreviations ADR—Alternative Dispute Resolution	Graphics/Layout Do not use clip art, only photographs.
Special Notes			

You can copy and use the attached sheet for your project.

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