

# Albright Editorial Services—Sample Style Sheet

Author, *Manuscript Title*

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References: *Chicago Manual of Style*, 17th Edition, *Merriam-Webster’s New Collegiate Dictionary*, 11th edition.

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## Abbreviations

US

## Authors

John le Carré  
Marquis de Sade

## Country/City

Democratic Republic of the Congo  
Puerto Rico (US)  
Kensington, London, United Kingdom

## Dates and Numbers

spell out under 100  
page ranges: 150–55 (en dash –)  
year ranges: 1915–1996 (en dash –)  
number ranges separated by en dash (–), 1880–89; 1991–2021  
exceptions: happy to explain and discuss if you wish  
1960s

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'90s Apostrophe shaped like a 9, fine, shaped like a 6, fix. MS Word keyboard shortcut = Alt + 0146.

Keyboard must have numeric keypad.; if no, type two single quotes (``) and delete the left mark. e.g.,

leave 'em, young 'uns

30th

20 percent (at the beginning of a sentence, "Twenty percent.")

eighty-miles-per-hour

half a billion

hundred-year

six-two (height)

twenty-year-old

### **Dogs**

English Bulldog

Saint Bernard

### **Illustrations**

Illustration 1. *Title*

Illustration 2. *Title*

### **Media**

*IndyStar* (news website)

Jon Stewart's *The Daily Show*

### **People**

Guthrie, Arlo

Iago

Mary Beth (niece, lives next door)

### **Permissions**

"Song" by Songwriter, p. XX

"Poem title" by Author, p. XX

### **Places**

Appalachian Mountains

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Chicago Skyway

Dunkin' Donuts

Interstate 80/94

Midwest

## Proper names

C<sub>8</sub>H<sub>10</sub>N<sub>4</sub>O<sub>2</sub>

Congress

## Silent Repairs

em dashes

double spaces

apostrophes and quotation marks

reformatted bullet points in lists

ellipses

## Special Symbols

European diacritics (é) i.e., Renée

## State/City

Saugatuck, Michigan

Wilkes-Barre, Pennsylvania

## Style points

the World

## Technology

MacBook Air

PowerBook

Power Mac G4

## Spelling list

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8mm (camera)

CO<sub>2</sub>

## A

a cappella

all-inclusive

all-time

American dream

apartheid

## B

backlash

backlit

Beat poets

bottom-line (adj.)

byway

## C

Chairperson

coal-fired

cohabitation

congressperson (unless direct address, i.e., Congressperson So and So)

crinoid

## D

de-evolve

downsize

double-stacked

## E

everyday (adj.)

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### F

fallback

### G

Gas-burning

gooseneck

Goth

governor (unless direct address, Governor So and So)

great-grandmother

### H

have-nots

health care

hometown

### I

interleave

### L

liaison

lifestyle

lower-rated

### M

microbead

middle class (n.)

mid-October

modern-day

monarch (butterflies)

### N

naive

## Albright Editorial Services—Sample Style Sheet

### O

online

overtime

### P

part-time

PhD

pocketbook

### R

roadway

roller coaster

runoff (n.)

rush hour

### S

second-degree (assault)

self-promotion

self-taught

semiautomatic

side-view (adj.)

soapstone

subcategories

### T

taxpayer

ten-foot

throughway

T-shirt

### U

U-Haul

## Albright Editorial Services—Sample Style Sheet

V

V8 (engine)

W

watchdog

well-balanced

wheel well

Y

young un's

SAMPLE