

EDGE '09 Guidelines and Style Sheet

Style Guides

Chicago Manual of Style, 15th edition

Merriam Webster Collegiate Dictionary, 10th or 11th edition

Formatting

font: use Times New Roman, 12 pt

spacing: use single space

file type: save as a “.doc” file (do not use “docx”)

indenting: indent at .125, no spaces between paragraphs

comma: use serial comma

smart punctuation: use “curly quotes”

period: one space after period; should fall within end-quotation mark at end of sentence

paragraph: use a carriage return to indicate paragraph break

colon: one space after colon; capitalize next sentence if a complete sentence

titles (books, music, plays, works of art, etc.): use italics, not underline

numbers: Spell out cardinal numbers zero through ten; spell out if the number is the first word of a sentence; regarding decades, it's the '50s and the 1950s (apostrophe only in the first example)

Idiosyncrasies

Unless it interferes with artwork, the bar code will appear on the back cover, lower left with ISBN and club url.

CAVEAT: WHEN IT COMES TO POETRY OR STYLISTIC EFFECT,
ALL RULES MAY GO OUT THE WINDOW!