

Editorial report and style sheet

Project

Title: *Book title*

Author: A N Author

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Editorial summary

The following summary is based on my observations while copyediting your book. It in no way constitutes a professional manuscript critique, which is a separate and highly specialized professional editorial service. Rather, this summary aims to shed light on where I think your strengths and weaknesses lie so that you can give consideration to them in your future writing.

General

Pace

Structure – chapters, sections and paragraphs

Characterization

Dialogue treatment

Readability – repetition, writer ticks, sentence structure, show and tell

Technical elements – punctuation, grammar, spelling, tense, etc.

What next?

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Language preferences/style

Regional spelling choice	Choose an item.
iz/is suffixes	Choose an item.
Slang/jargon/idiom/other	

Notes on formatting and layout

Abbreviations/contractions	<p>NHR 10.2.1 recommends no full points for abbreviations (e.g. Dr, Mrs, Mr) but using them for contractions (e.g. Rev. vs Revd for Reverend)</p> <p>CMOS 7.14 recommends no apostrophe in plural acronyms as long as there is clarity (e.g. RPMs).</p>
Chapters	<p>All chapters set on fresh page.</p> <p>Checked for chronological order.</p>
Ellipses	<p>Spaced either side (as recommended in NHR 4.7 and CMOS 13.48).</p>
Numbers	<p>Fiction: NHR 11.1.2: Spell out numbers in the main.</p> <p>Numbers at either end of a range are linked with an en rule (NHR 11.1.4 and CMOS 9.58).</p>
Paragraph indentation	<p>First paras in section or chapter are full out. Others are indented.</p> <p>This is standard in professional fiction and academic publishing according to NHR and CMOS.</p> <p>I removed all tabbed indents and changed to proper indents using the Indent tool on Word's ribbon.</p>
Possessives	<p>Amaris's etc. (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: NHR 4.2.1 and CMOS 7.17).</p>
Public buildings and published works	<p>CMOS 8.56 and NHR 5.5:</p> <p>The names of buildings, monuments and other named places of interest are generally capitalized but without italic. Generic terms are usually in lower case.</p> <p>Songs take quotation marks; albums take italic: "Box of Rain" from the album <i>American Beauty</i>.</p> <p>Magazine and book titles take italic, e.g. <i>Elkari's Words</i>. Chapter titles take quotation marks.</p>
Punctuation	<p>En rules: spaced when used for parentheses: e.g. He – that is, my husband – is a gem (NHR 4.11.2)</p>

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	<p>Closed-up em rules for end of sentence interruptions: e.g. 'But—'</p> <p>Spaced ellipses for trailing sentences: ...</p> <p>Double spaces removed after full points (CMOS 2.9 and 6.7). Not tracked to reduce clutter.</p> <p>No serial comma unless required for clarity</p> <p>I left Track Changes off to avoid some of the clutter.</p>
Quotation/speech marks	<p>Singles (nested doubles). I made consistent. Not tracked so as to avoid clutter.</p> <p>Not tracked to avoid clutter.</p>
Section breaks	<p>You used line spaces. I amended for consistency and clarity.</p>
Spaces	<p>Double spaces changed to single (not tracked so as to avoid markup clutter) (CMOS 2.9 and 6.7).</p> <p>Rogue spaces at end and beginning of paragraph removed (not tracked so as to avoid markup clutter).</p>
Time styles	<p>CMOS 9.39 and NHR 11.3 both recommend the following: times of day in even, half, and quarter hours are usually spelled out in text. With o'clock, the number is always spelled out.</p> <ul style="list-style-type: none">• Her day begins at five o'clock in the morning.• The meeting continued until half past three.• He left the office at a quarter of four (or a quarter to four).• We will resume at ten thirty.• Cinderella almost forgot that she should leave the ball before midnight. <p>NHR recommends full point between numerals, except with 24-hr digital clock, in which case a.m./p.m. not required</p> <ul style="list-style-type: none">• The first train leaves at 5.22 a.m. and the last at 11.00 p.m.
Titles and ranks	<p>It's standard that these take lower case when used generally, but an initial capital letter when used in a form of address, before a name, or as part of a name:</p> <ul style="list-style-type: none">• a sergeant but 'Good evening, Sergeant!'• King Meer, but the king <p>See CMOS 8.18 and NHR 5.10.</p>

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Reference sources

<i>Chicago Manual of Style</i> (CMOS): Chicago University Press
<i>New Hart's Rules</i> (NHR): Oxford University Press
Oxford Dictionaries Online: www.oxforddictionaries.com (includes US spelling variations)
<i>Fowler's Modern English Usage</i> : Oxford University Press

Main character names and key features

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Spelling preferences

AB	CD	EF
GHI	JK	LM
NO	PQ	RS
TU	VW	XYZ

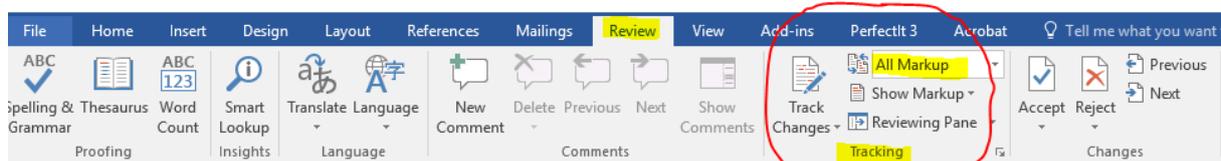
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Viewing amendments (MS Word's Track Changes function)

The proofread was carried out in Word 2016. I've provided you with two files:

A 'clean' file (with all the changes I've made embedded into the file, and only the comments showing. This provides you with the ability to review the text as it currently reads, but without the clutter of all the markup.

A file with Track Changes switched on so that you can see, and accept or reject, the amendments I've made to your work. If, when you open this file, you can't see all the changes I've made, click on the Review tab in the Word ribbon at the top of your screen. Then look for the Tracking section (circled in red).



In Word 2016 and 2013, the options you can choose from are:

- Simple Markup
- All Markup
- No Markup
- Original

Make sure that you select **All Markup**.

If you have an earlier version of Word, the markup menu may look different, for example:

- Final: Show Markup
- Final
- Original Showing Markup
- Original

In this case, select **Final: Show Markup**.

More detailed information about working with Track Changes in various versions of Word can be found on the [MS Office support site](#). Scroll down the entries, looking for the version that applies to you (highlighted below):

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Office

track changes

[Track changes in Word - Word - support.office.com](#)
Track changes in Word. When you want to see who's changing what in your document, turn on Track Changes. Tip If you prefer to see all your Track Changes options on ...
Applies To: Word 2016, Word 2013

[Track changes in a shared workbook - Excel](#)
Use Track Changes to track, maintain, and display information about the changes that are made to a shared Excel 2007 workbook.
Applies To: Excel 2007

[Turn Track Changes on or off - Word - support.office.com](#)
Turn Track Changes on or off. You can customize the status bar to add an indicator that tells you when change tracking is on or off. When the Track Changes feature is ...
Applies To: Word 2007

[About tracked changes and comments - Lync](#)
About tracked changes and comments. To facilitate online review, Microsoft Word allows you to easily make and view tracked changes and comments in a document.
Applies To: Lync 2010

[Track changes - Word - support.office.com](#)
Track who changes what and where in your document with revision markup. You can accept or reject changes all at once or one at a time.
Applies To: Word 2013

[Track changes while you edit - Word - support.office.com](#)
Track changes while you edit. You can easily make and view tracked changes and comments while you work in a document. By default, Microsoft Office Word 2007 uses ...
Applies To: Word 2007

[Revise documents with Track Changes and Comments in Word ...](#)
Revise documents with Track Changes and Comments in Word 2007. Make revisions to documents that others can see, and add comments in the document by using Track ...