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<u>Style Guide</u>

Take to the Sky: Stories from an Ardent Air Woman

Memoir by Cookie Smith

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Style Guide: *The Chicago Manual of Style* 17th edition

English Convention: Standard English, American

Governing Dictionary: *Merriam-Webster Online*

Comma Style: Oxford comma

Abbreviations & Acronyms:

Avoid abbreviations; spell out the full words: 1700 feet.

When using acronyms, spell the word out in full for the first use, followed by the acronym in parentheses: Nautical Miles (NM). Limit acronyms to terms that occur five or more times in the novel or are more commonly known like NM. Noted acronyms and exceptions:

- amateur radio (HAM)
- air traffic controller (ATC)
- Cessna 152 (C-152)
- Cessna 172 (C-172)
- commercial pilot license (CPL)
- flight instruction (FI)
- nautical miles (NM)
- recreational pilot permit (RPP)
- revolutions per minute (RPM)
- private pilot license (PPL)

BLI means Boundary Layer Ingestion and Basic Load Index. None of these seem to be the acronym in the manuscript. Please write this out in full.

Capitalization:

Capitalize names of specific people, places, or things.

Capitalization for terms like dad is lowercase unless used instead of their name. An example from the manuscript using lowercase is, "I want to take up my dad in the co-pilot seat . . ." An example of capitalization: I went flying with Dad.

Capitalize brand names like Taser.

Do not use capitals for emphasis.

For headings and chapter titles, capitalize all major words in the heading: Escorted from the Sky; Women, Let's Fly.

Custom Styling/Formation (Type Treatment):
Webpages (*www.health matters.pc.ca/book*) are on the same line as the preceding sentence. It does not have its own end punctuation. Italicized and enclosed in parentheses. Punctuation surrounding the link should appear in the font of the surrounding narrative (CMoS 7.79)

For airports, write out the full name each time without the world airport code: Boundary Bay Airport or Vancouver International Airport.

The first time a city, town, or hamlet is mentioned, follow it with the province or state: Lethbridge, Alberta, and Yuma, Arizona. Subsequent mentions of that location do not require the province or state to be mentioned. Spell out all provinces and states in full.

Age terms are hyphenated in noun and adjective forms.

No end punctuation on bullet lists unless it is a complete sentence.

No punctuation is used between the chapter number and chapter title.

Numbers & Dates:
Spell out one to one hundred.

Years are expressed in numerals.

Express percentages in numerals. Spell out the word percent. For example, there is 100 percent recall.

Spell out whole numbers one to one hundred when referring to money. Identify currency as American or Canadian: Can$6,000 and US$100,000.

Make numbers plural by adding an 's' without an apostrophe.

Letters in ordinal numbers should not be subscript but appear as regular text: 49th.

Allow lowercase *ante meridiem* and *post meridiem*, 10:00 a.m. (CMoS 9.37).

Spell out the days of the week.

Telephone numbers (780) 882-0048 (CMoS 9.57).

Punctuation:
- The hyphen is set tight.
- Use the em dash (—) in place of double hyphens (--). The em dash is set tight.
- Ellipses have a space between the dots . . . and between the dots and the text.

- Single space after periods, commas, question marks, and apostrophes.
- Only use & (the ampersand) in company names like AT&T, otherwise spell out the word "and."
- Limit using exclamation points: to mark an outcry and an emphatic or ironic comment (CMoS 6.71 and 6.72).
- Punctuation goes inside the quotation marks.
- Use curly quotation marks, "smart quotes" (CMoS 6.115).
- There are no periods in acronyms, PPL.

Quotes:

Run-in quotes that are four lines or fewer use quotation marks.

Quotes being set as their own entries should be treated like block quotes:
- no quotation marks
- proceeded and followed by a blank line
- indent from the left margin by .5 inches
- do not italicize or make bold for emphasis
- note the source of the quote in parentheses following the quote
- source using first and last name

Word List (specific spelling):

A, B, C, D
- Amelia
- cancellation
- Cloud Ahoy app
- deicing

E, F, G, H
- ForeFlight
- Hobbs time

I, J, K, L
- International Flight Rules training

M, N, O, P
- pilot in command

Q, R, S, T
- Registered Education Savings Plan
- RV-7
- skydancers
- split S
- tact time

- taildragger (noun—one word)
- taxiing

U, V, W, X, Y, Z

- Vx

Tables:

Number and title tables.

TABLE 1. Table title	
Title head	Title head

Table titles use sentence style, where only the first word is capitalized.

Title heads should be in sentence style.

Left align columns and column heads.

The table data should be internally consistent: surround style of text and placement.

Table data uses full sentences.

Tables are set tight between paragraphs.

Empty cells in a table should be filled with an em dash.

Miscellaneous:

Spell out units of measurement—feet instead of ft.

Common expressions and figures of speech do not require quotations. Quotes around words should be used sparingly to show that they are not your own or are slang or special. Example from the manuscript: So, I wasn't blessed with the "Right Stuff" . . . versus So, I wasn't blessed with the right stuff . . .

Format bullet lists with the bulleted circle symbol • and one tabbed space after the bullet. Bullet lists are not left-aligned but indented. Bulleted list: no end punctuation and can begin with lowercase unless it is a proper noun (CMoS 6.130).

Examples of consonants that are not doubled stressed as per standard American English and the *Merriam-Webster Online Dictionary:*

- canceled
- traveling
- dialed
- totaled