**Style sheet**

A style sheet is a tool used by copyeditors to keep track of particulars in the text they’re reading.

This could include:

* Character names and physical descriptions – particularly the spelling of those names so they don’t change halfway through
* Place names and locations
* Titiles of books you’ve included
* The format of numbers – are they in digits or written out in full? For example, 25 or twenty-five.

In short, write down anything that recurs in the book that you may need to refer back to later. It removes the risk of spelling someone’s name wrong or changing their eye colour mid-book.

If you are writing a series, keep your style sheets for each book and create a ‘series bible’, as it is often known. This means you can check a detail more easily than having to go back through a number of books or manuscripts.

The table below is a very simple version. It’s organised in alphabetic order to make it easier to find words as you go along. You can either print out the sheet and fill it in by hand or keep it open on your computer depending on the medium you’re working on.

Over the page you will find a blank version of the style sheet which you can download and either print or fill in on your computer. Just add in the name of the project at the top of the page, and off you go.

Happy reading.

Style sheet for………..

|  |  |
| --- | --- |
| A | B |
| C | D |
| E | F |
| G | H |
| I | J |
| K | L |
| M | N |
| O | P |
| Q | R |
| S | T |
| U | V |
| W | XYZ |