

Fiona's Stylesheet

A artwork acknowledgement	B bookstore bar code	C CD-ROM cookbook	D double-sided double-box	E email
F fulfillment full-color	G	H hardcover hole-punched	I Internet ISBN number InDesign	J
K keyword	L layout	M mockup meta tags	N nonfiction	O
P print-on-demand POD proofread paperback Photoshop PDF file pre-printed	Q	R royalty-free rights-managed run-ons	S self help self-publishing short-run printing softcover	T typeface
U	V	W website web page worldwide	X	Y
Z	Numbers 3-ring binder fifth two-page spread 6" x 9" 1,000	lbs and kg		

Notes:

1. All numbers with two or more digits are written as numerical, all numbers below 10 are spelled out.
2. No spaces before and after dashes and ellipses.
3. Periods inside quotation marks.
4. American spelling.
5. Serial commas (A, B and C).
6. Acronyms don't have periods between letters.
7. Titles in text have first word only capitalized. Titles of website pages, meta tags and navigation cues (Samples>A Book Name) have each word capitalized.