

# Style Bible

To facilitate a smooth editing and formatting process, it is very helpful to use character and paragraph styles in your manuscript. This will ensure consistent treatment of the elements of your book for increased comprehension for your reader, as well as a more cohesive appearance. These styles are named by what they govern: paragraph styles dictate the style of any amount of text before a carriage or hard return, while a character style dictates the style of the number of characters selected.

This is primarily for nonfiction, as some of those can have over 20 styles used. However, if you have a fiction manuscript, but have letters or texts or other areas of text you'd like to have special formatting, the following will apply to those as well, you just won't have as many as a nonfiction book, most likely!

For example, this paragraph is a block quote and I've typed it in as a regular paragraph, but then selected the block quote paragraph style with my cursor in the paragraph. I can select the paragraph style as I type, or do so after I've completed the drafting process. I tend to do the latter, but it's really up to you. You may need to define and create various styles, as the defaults tend to be fairly narrow in scope and small in number.

In this sentence, I've *italicized* and **bolded** a couple of words by selecting them, and choosing the italic character style. Merely selecting *control/command I* does **not** do this, you need to investigate how to use a style for your word processing program. It should not be difficult to do.

Character styles can be layered over paragraph styles. In the above example paragraph, it's a plain or regular text/body style that I've layered the italics and bold sections over. This can happen in all of the paragraph styles. The character style may be inherent in the paragraph style, as the headers below have the bold character style set within that paragraph style.

Below are some common paragraph and character styles. Think about any time you want the text to look different from the regular body text of the book. Bullets, numbered lists, titles, subtitles, centered, and headings are some of the common ones. What you call them doesn't matter, as long as I know what they're supposed to look like. If you've used styles at all, just note your name for the style I have listed below, and I can easily convert them.

Please don't hesitate to reach out if you have any questions. I'm not familiar with the precise means of doing the styles in every word processing program or app, but a quick search should help you sort out the mechanics.

## Footnotes and Endnotes

Not a style exactly, but notes should be placed in your document as actual footnotes or endnotes. In this way they will be linked appropriately. This linking is very helpful for print, and essential for ebook formatting. Do not manually use a superscript paragraph style. If your notes are linked, InDesign will do this automatically. Please know that I can hand link notes, but this is very time consuming and will increase the cost of your formatting.

## Character Styles

None - this is for regular text

*Italic*

**Bold** - may also be called emphasis

Underline - not typically used in books

***Bold+Italic*** - not used, for emphasis, just bold is sufficient

Superscript - please don't use, even for footnote or endnote reference numbers

## Paragraph Styles

- Regular text - normal text with no special formatting
- Bullets - bulleted lists
  - let me know if they should be indented or flush with the left margin
  - if you have multiple levels, please indicate that in numerical order
  - this would be bullet 1
    - This would be bullet 2, etc
- Numbered or lettered
  1. let me know if they should be flush with the left margin
    - A. Each level should have its own style
- Chapter number
- Chapter title
- Part number
- Part title
- Other title - these are for non-numbered titles such as a Foreword, Acknowledgements, Preface, etc.
- Centered - for text centered within the body of the document
- Block quote single - for single paragraph block quotes
- Multiple paragraph block quotes - the spacing between the paragraphs and the rest of the text means that each type of paragraph needs its own style
  - First para block quote
  - Middle para block quote
  - Last para block quote
- In text headings - you may have multiple levels of these. Please indicate them by description or numerically, and then let me know how they should appear: centered, bold, larger font, and space above and below, for example.

Again, you don't have to use these names, these are just very common examples of styles that many of my clients use. You can send me a document with the names and descriptions of all the styles you've used in your document. They don't have to be exactly how you want them to appear in the printed version of your book, although many people find it helpful to approximate that. If you apply styles consistently, I can easily change the parameters of the style so that the fonts match the cover, etc.

You can send your editor and me your paragraph styles in a list like this (character styles are pretty universal, but do let me know if there's anything I should be aware of):

In text heading 1 - centered, larger text, bold, space above and below