The Writing Hub Style Sheet

How To Copyedit

Copyediting is the process of adapting a piece of text to a specific set of rules and guidelines outlined in a style guide or style sheet. Copy editors do not make substantive changes directly to the text (i.e., changing the meaning of a sentence). For the most part, copyediting is about fixing mechanical errors in the text (e.g., grammar, spelling, punctuation, formatting …). While copyediting, it is also important to look for issues of clarity. However, if while copyediting you see a particularly unclear or hard-to-follow sentence, it would be best to leave a comment for the author and not change the text directly.

Altering the Style Sheet

This Style Sheet follows the guidelines set within and can be used as an example of the Style presented. However, errors could still be present, so if there is any confusion, contact Jonah Donahue or leave a comment for clarification. If additions or changes need to be made to this Style Sheet, contact the site Founder and/or Jonah Donahue with the recommendation. Please do not make any direct additions or changes to this document without permission.

Linguistic Preferences

Overall Style

- Use standard US English throughout for punctuation, spelling, and capitalization.
  - https://www.merriam-webster.com/
- The Associated Press Stylebook was used as a basis for this Style Sheet but keep in mind that alterations have been and will continue to be made for the purposes of The Writing Hub writing content.
  - https://owl.purdue.edu/owl/subject_specific_writing/journalism_and_journalistic_writing/ap_style.html

Spelling and Vocabulary

- Standard spellings for US English apply.
- Refrain from any form of profanity or biased speech whenever possible.
- If referencing the title of a foreign book or software that is not in English, find a translation of the title to use instead unless it is well known by its foreign name.

Punctuation

Dashes

- En dashes are never used.
- The rules around hyphenated phrases are fairly loose. Typically, only hyphenate if it's unclear without hyphens.
  - Check https://www.merriam-webster.com/ or The Associated Press Stylebook for words that are generally hyphenated.
  - Hyphens are also used for number ranges.
- Spaced m dashes should be used instead of ellipses for dramatic pauses and emphasis. Em dashes should always have a space on either side.
  - E.g., This note is so — amazing.

Commas and End Punctuation

- Always use a comma before a conjunction in a list (i.e., the Oxford or listing comma).
- Set off parenthetical information with commas unless the use of commas would be confusing, in which case substitute em dashes.
- Use a period after abbreviations of titles such as Dr., Capt., and Prof.

- Don't overuse exclamation points or question marks. These are tools best utilized in moderation. Also, the interrobang should not be used in most cases unless referencing a media that generally uses the interrobang (e.g., graphic novels or comic books).
- With vertical lists, consider the items within before using end punctuation.
  - If the items are full sentences, then include end punctuation.
  - If the items are sentence fragments, end punctuation is not needed.

Other

- Brackets are never used.
- Use double quotes for directly quoting a person or entity, and use single quotes for any quotes within double quotes. Also, surround long titles of books or other media with double quotes (except for religious texts and reference materials).
- The use of parentheses should be limited to guides and instructional content only (e.g., this style sheet).
- Use 's for plural letters: A's, B's, C's, etc. Don't use 's for plural numerals.
- Use slashes for word comparisons like: and/or, this/that, good/bad.
- Ellipses should be written as [...] with no spaces between the periods. Ellipses should also be separated with spaces from any other text. Ellipses are only used for omitting words or sentences from quotes.
  - Example: "John always said I was … one of the good ones." (Note this is being used to show the deletion of words within a quote.)
- Italics may be used to show emphasis but should be used sparingly.

Capitalization

- Standard rules for capitalization in US English apply.
- Capitalize all items in a vertical list as if they were standalone sentences.
- Capitalize names of companies even if the name is not generally capitalized unless there is another capital letter in the name (e.g., eBay).

Abbreviations

- The Latin abbreviations, e.g., and, i.e., should be followed with a comma in most cases.
- For ranks or a ranking system, abbreviate the word number.
  - E.g., This book ranked No. 1 on the New York Times Best Sellers List.
- Versus should be spelled out in most cases. However, use vs. (not capitalized) in headers and titles.

Numbers

- Spell out numbers one through nine and use numerals for numbers 10 and above.
- If a number starts a sentence, generally spell it out.
- Use numerals units of measurement or for referring to the ages of people, animals, events, or things. Also, use numerals for statistical data.
- Numerals should be used for decimals. If the decimal is less than one, precede it with a zero.
- Use numerals for mathematical usage.
- Dates should be formatted as follows:
  - E.g., Aug. 23, 2023, Class of '94, the 1990s.
- Use commas as thousand's separators.

Formatting

Google Suite

- When commenting on a document, start the comment with your username followed by a spaced em dash.
  - E.g., Jonah — This note is excellent!
- When you write an article, put your username before the article's name in the document title, separated by an unspaced hyphen.

Editing

- All edits not made by the author to an article should be made using track changes.
- Edits should be mechanical in nature, mainly focusing on making the text clearer and easier to read.
- For any substantive edits that could change the text's intended meaning, include a comment explaining the changes.
- Remember to be sensitive in the comments you make. State what should be changed and why. If it is a subjective issue, make sure you clarify this.

Weebly Website Builder

- Formatting Blogs:
  - The font and size will automatically be changed in website blog posts. Authors may use their preferred font and text size while drafting in Google Docs as long as it is consistent and easy to read (for editing purposes).
  - Align text to the left margin.
  - Subheaders should be:
    - Bold
    - Size up three times in the builder
    - Title case (major words are capitalized, minor words are lowercase)
  - Blog cover images should be 1,500 pixels tall by 1,000 pixels wide and reflect the content of the article.
    - These are placed at the top of the article itself and temporarily on the website homepage.
  - Each blog has a visible summary before it is opened. For this summary, an excerpt may be duplicated from the main document, or an abstract can be written separately for this purpose.
    - Do not use headers in the summary.
  - To create a vertical list, use bullet points.

- Staff bio pictures shown on the About Page should be a circle 210 pixels in diameter centered on a 250 by 250 pixel white square.
- Page header images can vary in size but should be no larger than 1,500 by 1,500 pixels.
- Any additional images added should be resized to be as small as possible to reduce load times.
- Prompts added to the HTML of the Prompt generator should be formatted as follows:
    - Indent the prompt eight spaces from the left margin.
    - Surrounded in straight single quotes, ['] (not curly quotes).
    - Outside of the single quotes at the end of the prompt, use a comma.
    - In the case of apostrophes, use [`] (which can be found on your keyboard as the slanted apostrophe and tildė).
    - In the case of a quote inside a quote inside the prompt, use ['] and ['] (ALT + 0145 and ALT + 0146).
    - Note: All special characters and punctuation marks can be found on a Windows device using [WIN + ;] or by using [ALT + ####] for the alt code, follow the list in the link: https://tools.oratory.com/altcodes.html

Referencing and Citation

- We do not use a reference list or method of citation. Instead, any attributions should be made in the text narratively.
- If linking to an outside website URL is necessary, generally, hyperlinks should be used.
  - E.g., You can join our Discord here.
- When quoting someone, clarify who made the quote and where it came from.
  - E.g., Fake Name once said, "That's a weird-looking bird."
- When mentioning a community member, use their full server nickname or username unless they are better known by another name.