

## Stylesheet

### How Copy Editors Handle Spelling and Grammar Issues

1. Oxford comma or not
2. Spelling of character names
3. Spelling of proper nouns
  - capitalize
  - all caps
  - italicize
  - different font
4. British vs US spelling and grammar
5. Jargon/slang spelling and usage.
  - made up words
  - foreign words
  - regional words
6. Foreign word spelling
  - accents marks and placement
7. Hyphenated words
8. Past tense of verb forms
9. Numbers
10. For self-pubbed books; Indents for new paragraphs, font types for a text message and tech communique
11. Capitalization and/or italics for Holy Books, scriptures, chapters or verses within holy books, and also well-known documents like the constitution
12. Character thoughts
13. Important details & facts
14. Anything else where consistency in your novel is important