

Your Title Here
Word Count: 55,000

Character Name	
Nickname/Alias	
Eyes	
Face	
Coloring	
Hair	
Height	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Eyes	
Face	
Coloring	
Hair	
Height	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Eyes	
Face	
Coloring	
Hair	
Height	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Eyes	
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Character Name	
Nickname/Alias	
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Relationship to:	

Character Name	
Nickname/Alias	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Other	
Relationship to:	

Character Name	
Nickname/Alias	
Other	
Relationship to:	

M= Mother
 F = Father
 S = Son
 D = Daughter

NOTES

Emily Smith	M					
John Smith	F	deceased				
Book 1:Title Here	S	Sam Sally	F M			
	S	David Susan		F M		
Book 2: Title Here	D	Joan Henry			M F	
	S	Adam Moncia				M
	S	John Rena				
	D	Rachel Peter				
	D	Gayle Tom				
		D	Rose			
		D	June			
		S	David Jr			
			D	Gwen		
				S	Jake	

Chapter	Page	Pg/Chapter
One		0
Two		0
Three		0
Four		0
Five		0
Six		0
Seven		0
Eight		0
Nine		0
Ten		0
Eleven		0
Twelve		0
Thirteen		0
Fourteen		0
Fifteen		0
Sixteen		0
Seventeen		0
Eighteen		0
Nineteen		0
Twenty		0

SECTION	CMOS (Chicago Manual of Style)	Explanation	Example/Note
Punctuation	6.87	Em dashes to indicate sudden breaks. If the break belongs to the surrounding sentence rather than to the quoted material, the em dashes must appear outside the quotation marks.	“Someday he’s going to hit one of those long shots, and”—his voice turned huffy—“I won’t be there to see it.” <i>I used the keyboard code (Alt 0151) to insert the em dashes. This should carry over in any formatting.</i>
Spelling, Distinctive Treatment of Words, & Com	7.14	Words and hyphenated phrases that are not nouns but are used as nouns usually form the plural by adding <i>s</i> or <i>es</i> .	ifs and buts; dos and don’ts; threes and fours; thank-yous; maybes; yeses and nos
	7.18	Words and names ending in an unpronounced <i>s</i> form the possessive in the usual way—with the addition of an apostrophe and an <i>s</i> (which, when such forms are spoken, is usually pronounced).	Descartes’s three dreams; the marquis’s mother; Albert Camus’s novels
	7.20	When the singular form of a noun ending in <i>s</i> is the same as the plural (i.e., the plural is uninflected), the possessives of both are formed by the addition of an apostrophe only. If ambiguity threatens, use <i>of</i> to avoid the possessive. The same rule applies when the name of a place or an organization or a publication (or the last element in the name) is a plural form ending in <i>s</i> , such as the United States, even though the entity is singular.	politics’ true meaning; economics’ forerunners; this species’ first record (or, better, the first record of this species); the United States’ role in international law; Highland Hills’ late mayor; Callaway Gardens’ former curator; the National Academy of Sciences’ new policy
	7.64	Individual letters and combinations of letters of the Latin alphabet are usually italicized. Roman type, however, is traditionally used in two common expressions	He signed the document with an <i>X</i> . Mind your p’s and q’s!

SECTION	CMOS (Chicago Manual of Style)	Explanation	Example/Note
Names, Terms, and Titles of Works	8.19	Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name.	Examples given: President Lincoln; the president; General Bradley; the general
	8.20	A title used alone, in place of a personal name, is capitalized only in such contexts as a toast or a formal introduction, or when used in direct address.	
	8.168	When mentioned in text, notes, or bibliography, the titles and subtitles of books and periodicals are italicized and capitalized headline style.	<i>The New York Times; Rolling Stone</i>
	8.189	Titles of movies (or films) and movie series and of television, radio, and podcast programs and series are italicized. A single episode in a television, radio, or podcast series is set in roman and enclosed in quotation marks.	<i>Law and Order; General Hospital; True Lies; Scream</i> ; “Thirsty Bird,” the first episode in the second season of the Netflix series <i>Orange Is the New Black</i>
	8.194	Titles of songs and other shorter musical compositions are set in roman and enclosed in quotation marks, capitalized in the same way as poems.	Examples given: “All You Need Is Love”, “The Star-Spangled Banner.”
Numbers	9.2	In nontechnical contexts, Chicago advises spelling out whole numbers from zero through one hundred and certain round multiples of those numbers.	Many people think that seventy is too young to retire.
	9.4	Any of the whole numbers mentioned in 9.2 followed by hundred, thousand, or hundred thousand are usually spelled out (except in the sciences)—whether used exactly or as approximations.	Most provincial theaters were designed to accommodate large audiences—from about seven hundred spectators in a small city like Lorient to as many as two thousand in Lyon
	9.37	Times of day in even, half, and quarter hours are usually spelled out in text. With o’clock, the number is always spelled out. Numerals are used (with zeros for even hours) when exact times are emphasized. Chicago recommends lowercase a.m. and p.m., though these sometimes appear in small capitals, with or without periods.	We will resume at ten thirty.; Her day begins at five o’clock in the morning.; The first train leaves at 5:22 a.m. and the last at 11:00 p.m.; She caught the 6:20 p.m. flight.

Trademarks

http://en.wikipedia.org/wiki/List_of_generic_and_genericized_trademarks

Google	Google's permissions page requests that the trademarked name Google only be used as an adjective, never as a noun or verb, and never in the plural or possessive form. https://www.google.com/permissions/trademark/rules.html
Spelling	Primary Reference: Merriam-Webster Unabridged. Secondary Reference: Oxford Dictionary (unless otherwise noted)
backseat	not back seat
cell phone	noun: two words
double-check	verb: hyphenated
fairy tale	noun: two words
fairy-tale	adjective: hyphen
good-bye	noun or interjection: hyphen
keycard	noun: one word
screw-up	noun: hyphenated
seat belt	not seatbelt
smartphone	noun: one word
takeout	noun or adjective: one word
top-notch	adjective: hyphenated
trailhead	noun: one word
what-if	noun or adjective: hyphenated

Word Choice

accept/except	accept: to receive willingly; except: to exclude
all right/alright	Two words. Avoid <i>alright</i> .
awhile/a while	The one-word version is adverbial {let's stop here awhile }. The two-word version is a noun phrase that follows the preposition <i>for</i> or <i>in</i> {she worked for a while before beginning graduate studies}.
callus/callous	callus is hardened skin; callous is mean-spirited
conscience/conscious	conscience: sense of morality; conscious: aware
discreet/discrete	Discreet means "circumspect, judicious" {a discreet silence}. Discrete means "separate, distinct, unconnected" {six discrete parts}.
farther/further	The traditional distinction is to use farther for a physical distance {we drove farther north to see the autumn foliage} and further for a figurative distance {let's examine this further} {look no further}.
mantel/mantle	mantels go above fireplaces; mantles are cloaks or something that covers
One another/Each other	one another if there is more than two; each other if there is only two.
to try and/to try to	use to try to before verbs
who/that	who is for people (the student who has the highest grade gets a gold star) and that is for objects (the book that is on the table is a first edition)

Idioms

get out of Dodge	in this idiom, Dodge should be capitalized because it references Dodge City, Kansas
Had another thing/think coming	the traditional idiom is "If you think X, you've got another think coming." The first recorded usage in the Oxford English Dictionary (OED) is in 1937. The heavy-metal band Judas Priest may share some blame for widespread acceptance of the variant wording with its 1982 hit "You've Got Another Thing Coming."
speak your piece/hold your peace	Speak your piece: state your opinion or view. Hold your peace: hold your tongue; stay silent or not say anything