

## Editorial Style Guide Template

Company, Project, of Publication Name: \_\_\_\_\_

### Part I

State how you will consistently express terminology; the names of people and their titles, company names, places, events, industry jargon, and so on; and what industry jargon is acceptable, or not.

A	B	C
D	E	F
G	H	I
J	K	L
M	N	O

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P	Q	R
S	T	U
V	W	X
R	S	T
V	W	X
Y	Z	

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### Part II

State how you will consistently express or style (font type and size) the following elements of your publication. Also state what punctuation rules you'll follow (for example, whether or not you'll use the serial comma).

Abbreviations	Bibliography	Citations
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Image Labels	Notes (footnotes/endnotes)	Numbers
Page Header	Page Footer	Paragraph Text & Headers
Punctuation	References	Table Labels
Titles & Subtitles	Other	

Notes