



Chartered
Institute of
Editing and
Proofreading

CIEP conference 2020



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14.00–14.50

Editorial style sheets: The basics

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The editorial style sheet is the heart of a consistent copyedit, whether you are working on fiction or non-fiction.

This session covers the following topics:

- The purpose of a style sheet – a style sheet serves as a style reference particular to that project (and can also be helpful for future projects in a series or by the same author).
- Who uses a style sheet and how – author, client/publisher, copyeditor, proofreader, designer, and indexer can all benefit from a well-crafted style sheet.
- How to create and organise a style sheet – a good style sheet is complete yet concise, easy to skim, well-organised, and cleanly formatted.
- What to include (and omit!) in the various sections – it's important to add entries that will clear up any confusion, but also not to clutter your style sheet with so much chaff that it hides the wheat.

The main focus will be on non-fiction, but a brief discussion of fiction style sheets is included. A comprehensive fiction style sheet covers many of the same elements as for non-fiction, but adds in characters, locations, timelines and other areas specific to fiction.

Amy J. Schneider (featherschneider.com) has been a full-time freelance copyeditor and proofreader of fiction and non-fiction and owner of Featherschneider Editorial Services since 1995. Her projects have included textbooks, trade non-fiction and university press books on a variety of subjects, as well as more than 500 novels and anthologies for traditional publishers, including multiple series works and best sellers in a variety of genres.

Since 2012 Amy has presented in-person sessions on fiction copyediting, macros, templates and mastermind groups at the annual conferences of Communication Central, the American Copy Editors Society/Society for Editing (ACES), the Editorial Freelancers Association (EFA), the Northwest Editors Guild and Editors Canada. She has also presented various webinars for those organisations and for Copyediting.com.

When Amy is not working in the soft glow of her four-monitor desktop, she enjoys running, singing and

teaching her Springer spaniels to do silly tricks (not all at the same time).

