Youth Writers

916 Ink Style Guide

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STYLE GUIDE

The Most Important Rules to Keep in Mind

- The 916 Ink Style Guide uses *The Chicago Manual of Style* as a guide. If the 916 Ink Style Guide does not address a question you have, then refer to the *Chicago Manual of Style*.

- Spelling corrections should be limited to words that are spelled incorrectly, and NOT to slang or cultural vernacular. Please follow all 916 Ink Style Guide specifications for certain words that have several different spellings.

  Examples of what to correct: improper use of there/their/they're or other such homophones, improper spelling when NOT using slang (correcting *creeyait* to be *create*), etc.

- When the writer has made a clear choice to use their own voice through cultural vernacular or slang, leave it as is. We encourage them to write in their authentic voices, so it is EXTREMELY important not to alter that (this includes spelling of certain words).

  Examples of what NOT to correct: *finna*, *gon*, *aye*, *dat*

  If you are unsure, leave it as is.

FORMATTING THE WORD DOCUMENT

Basic Guidelines

- Do not adjust the margins from their default settings or add any borders/lines around entries.

- Double check that all work has been inputted into the Word document in alphabetical order by FIRST NAME.

- Each new author should have a "title page" featuring their name (and their name only) on the page, using Heading 2, to preface their works in the following pages. Keep this title on the first line, left justified. This is only serving as a placeholder for the designer.

- ALL work and elements of the manuscript should be inputted using LEFT JUSTIFICATION. This means no centered poems, etc. If the writer has indicated a preference otherwise, this should be noted.
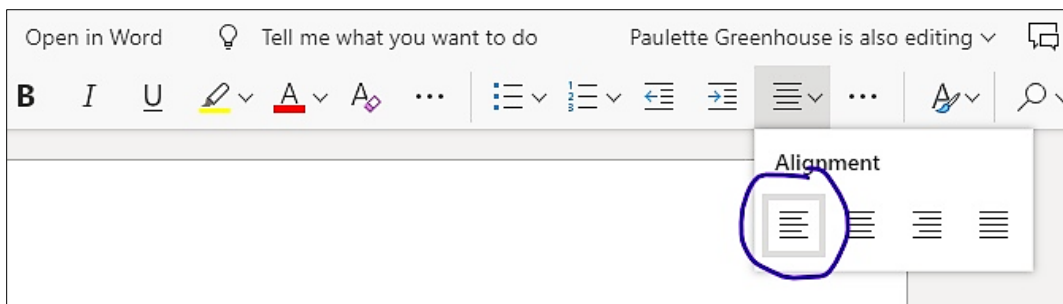
Using Styles

- The Word "Styles" drop down menu (*Home>Styles*) should be used to set formatting within the manuscript.

  Continued on next page
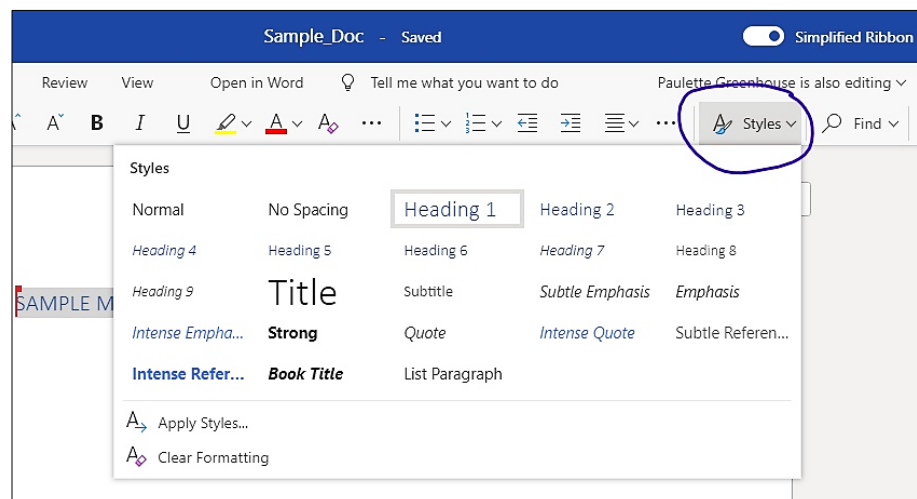
- Please ensure that the styles from the Word styles menu are used correctly for different parts of the manuscript as indicated in the chart on the next page

916 Ink – General Style Guide

Part of the Manuscript	Microsoft Word Style to Use
Author Title Page	Heading 2
Title	Heading 1
Author Name	Heading 3
Body of the Story	Normal
Subtitle*	Heading 4

Subtitle: not very common but is used when there is a poem/story with its own name within a larger titled piece. (Student writer should indicate to Wordslinger that they want it to appear as one work and not two separate works.)

Styles Tip: When you highlight text in Word, a **pop-up window** will appear with formatting options including the Styles menu. This menu will show the current selected style and allow you to easily alter the highlighted text.

Sample Microsoft Word Manuscript

This is a very basic example of what a typed 916 Ink manuscript would look like during the 12-week programming portion for the average program.

Heading 1 →

Heading 3 →

This is Where a Title Goes
Author Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

"This is a sample quote of someone speaking," he said.

"I can't believe that this quote is so short. What were they thinking?" she replied.

This is Where a Second Title Goes
Another Name

Normal →

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

1 blank line between the author name and the start of the work

1 line between paragraphs (This happens automatically in the Word style "Normal" when you create a line break by hitting ENTER)

Formatting Specifics

The following formatting specifics should have already been met when inputted previously by a volunteer Button Pusher (transcriber) and/or the Wordslinger (Workshop Facilitator). Please correct as needed.

Titles of Works

- Per *The Chicago Manual of Style, 17th Edition (2017)* section 8.157, titles of works should be capitalized headline style, according to the following rules:

  - Capitalize the first and last words in titles and subtitles, and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions).

  - Lowercase the articles *the*, *a*, and *an*.

  - Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, *to* in *Come To*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).

  - Lowercase the conjunctions *and*, *but*, *for*, *or*, and *nor*.

  - Lowercase *to* not only as a preposition but also as part of an infinitive (*to Run*, *to Hide*, etc.) and lowercase *as* in any grammatical function.

  - Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.

  - Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

- Titles with unconventional format, capitalization, spelling, or punctuation should be explicitly decided by the writer and noted by the Wordslinger via comments in Word. If this is the case, leave it as is.

- For any work that has no title, name it "Untitled."

Authors' Names

- Author name should appear on its own**. (Do not write: "By NAME OF AUTHOR")**

- ONE BLANK LINE should appear separating the author line and the start of the body. NO blank line should appear in between the Title and Author Name.

- ONE BLANK LINE should separate paragraphs. This will happen **automatically** if the text is already in the correct Word style, "Normal." Simply hit ENTER for your line break and continue typing.

- When there are multiple works by the same author, THREE BLANK LINES should separate between the two works.

- Only ONE SPACE should appear after end-of-sentence punctuation.

- NO two DIFFERENT authors should appear on the same page. New authors should be separated by Author Title pages, unless otherwise indicated.

Title Pages

- Individual student title pages will be used for manuscripts being printed as books that contain the work from only a single program.

- When more than one program (school, organization, etc.) is included in a single book, individual student title pages will be replaced with title pages labeling the school name/group. Student work will be filed alphabetically within that section.

- When manuscripts are being printed as zines in-house, no title pages will be used.

- All Title Pages' names should appear using the "Heading 2" style.

Content of the Story/Poem

- Only one space should appear after end-of-sentence punctuation.

- Unless the student has decided otherwise (and it has been noted using the Word comments tool), format the dialogue so that it appears on its own line **by inserting a Line Break (Hit the Return/Enter key once)** before the start of the quote. If the main text is in the correct style (Normal) there should already be a blank line separating paragraphs.

- **One blank line should separate paragraphs.** This will happen **automatically** if the text is already in the correct Word style, "Normal." Simply hit ENTER for your line break and continue typing.

- **Spell out all numbers through twenty, unless it is in reference to a score or date.**

> **Numbers vs. Numerals:**
>
> "He had two pieces of paper" AND NOT "He had 2 pieces of paper."
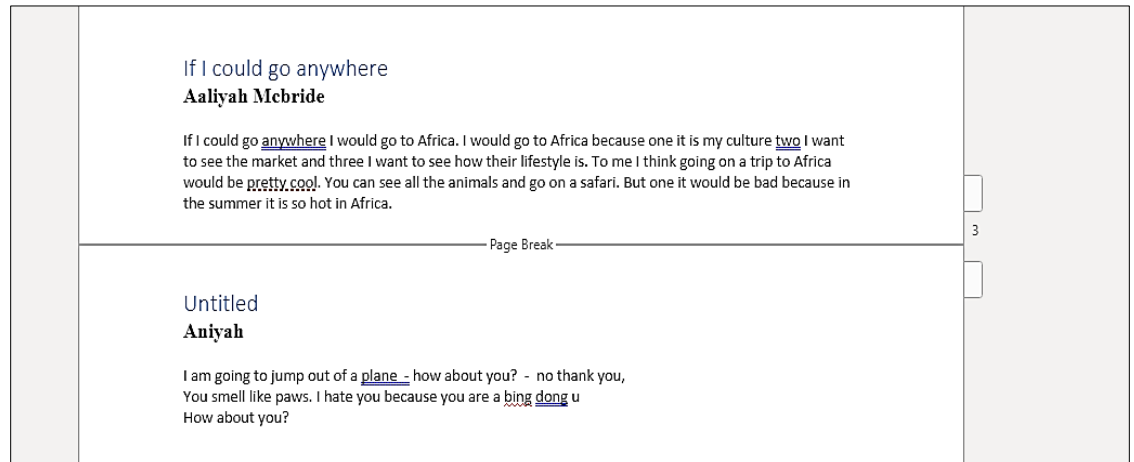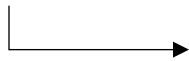>
> "The final score was 34-12" AND NOT "The final score was thirty-four to twelve."
>
> "On December 3rd" or "On December 3, 2017" NOT "On December third"

- When there are multiple works by the same author, insert THREE BLANK LINES in between the two works. (In other words, when the cursor is on the last line of the first work, hit the ENTER/RETURN key four times and begin typing the next work.)

- NO two DIFFERENT authors should appear on the same page. Use Page Breaks to adjust this and awkwardly cut-off works by placing your cursor at the beginning of the story and clicking **Insert > Page Break** or use the shortcut CTRL + ENTER. This will move everything that follows to the top of the next page. (Awkwardly cut-off pieces refers to pieces that begin with only a few lines at the bottom of the page, etc.) **ONLY USE this method**; DO NOT use line breaks to move a work to the next page. Manually inserted page breaks will be indicated by a line in the document.

*Manually inserted page break*

(CTRL + ENTER)

If I could go anywhere
Aaliyah Mcbride

If I could go anywhere I would go to Africa. I would go to Africa because one it is my culture two I want to see the market and three I want to see how their lifestyle is. To me I think going on a trip to Africa would be pretty cool. You can see all the animals and go on a safari. But one it would be bad because in the summer it is so hot in Africa.

— Page Break —

Untitled
Aniyah

I am going to jump out of a plane - how about you? - no thank you,
You smell like paws. I hate you because you are a bing dong u
How about you?

Page Breaks Tip: To double-check page breaks, you can go **to *VIEW > READING VIEW***. This will show you what the document will look like when printed. (Note: you will not be able to edit the document in this view. To return, select "Edit Document" from the top right, then "Edit in Browser.")

- **Use the Oxford (serial) comma** to serve as the final comma in a series that appears in a sentence. In the example below, the Oxford comma is the last comma that appears right before the word *and*.

  EXAMPLE: *Please bring me a pencil, notebook, and my textbook.*

- **Attributions** and dedication should appear with TWO BLANK LINES in between the end of the work and the attribution/dedication. Put ALL attributions or dedications in italics. See "Attributions" section for information on what needs attribution on page.
  (See image to the right)
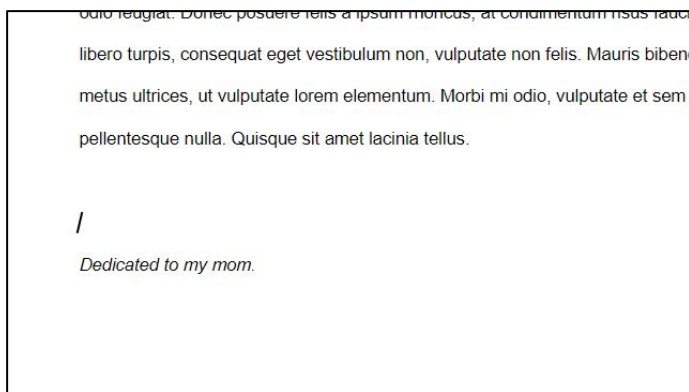
- Delete any appearances of "The End" at the end of each work.

  Stories that are concluded with "To be continued…" should appear in italics with TWO BLANK LINES separating it from the last line of the story/poem. (Same formatting as the dedication above.)

EDITING THE MANUSCRIPT

- As mentioned in the "Important Rules to Keep In Mind" section, corrections of spelling should be limited to obviously unintentionally misspelled words. All slang and cultural vernacular should be left as is. **It is important to honor the youth writer's intentions and voice.**

- Maintain pronouns used by writer and DO NOT correct *they*/*themselves* to *him*/*herself*.

- Ideally, tenses should appear consistent throughout the story, unless otherwise indicated. Find the most commonly used tense and adjust the tense to match consistently throughout. In elementary kids' work,

- Bleep out profanity by replacing all letters except the very first with asterisks.

    EXAMPLES: a**, b****, f***
    EXAMPLES OF WORDS THAT ARE OK: damn, hell, crap, sucks

    If you are unsure, highlight it and leave a comment using the Word Comments Tool.

- All numbers through twenty should be spelled out, unless it is in reference to a score or date. (See chart on page 9 for examples)

- Any words/phrases in a language OTHER than English should appear in italics. However, if the work is predominantly written in a foreign language, then all words and phrases in English would then appear in italics instead. (See **Preferences for Commonly Used Words** on page 16 for more guidance)

Attributions

- Attributions should appear with TWO BLANK LINES in between the end of the work and the attribution. Put ALL attributions in italics.

EXAMPLE:
Inspired by characters from J.K. Rowling's Harry Potter *series.*

Chris said, "Please Terrence, I'm scared." (He's in the mouth.)

The mouth closes. Blood is everywhere.

Workers were talking. "We are so fired." Even though they didn't do it.

He survived, but everybody was freaked out. Everyone asked, "Is that little boy OK?"

The father, the purple guy, was very mad. The kids turned into ghosts and chased the purple guy for revenge because they thought he was responsible for their deaths.

Inspired by Scott Cawthon's Five Nights at Freddy's and YouTube's "Fazbear & Friends" by Max Gilardi.

Chill the Twisted Ones

Darryl Thompson

Once upon a time, Freddy's Fazbear's Pizza was destroyed. Its sis[...] destroyed, and a new pizza place was built. It was called The Twis[...] land blood was everywhere. Parents were dead. Children were dea[...] obliterated. A night guard stabbed Chicka so she died, and she wa[...]

Bonnie was really depressed.

Puppet: Freddy, bring me 250 children and 50 barrels of blood. And[...]

Freddy: Yes sir.

Inspired by Scott Cawthon's "Five Nights at Freddy's."

What Needs to be Attributed?
Any mentions of intellectual property (characters, places, or things) that is not of their own but is being written as their own idea, using the character/place/thing as an active portion of the story.

This includes: Movies, Songs, Art, Theater productions, YouTube channels, Comics, etc.

EXAMPLE OF ATTRIBUTION BEING NEEDED: "Then Harry Potter got me Nutella, ice cream, an iPhone 7 Plus, everything, even a mansion, and he gave me a whole country."

EXAMPLE OF NO ATTRIBUTION NEEDED: "My door is covered with Harry Potter posters and, on the other side, there is a big shine of light and I hear creaks."

What's the difference in the examples above? The first includes Harry Potter as a character, while Harry Potter appears as a descriptive detail in the second. When intellectual property like Harry Potter appears as a character, proper attribution is needed.

BUT WAIT! THERE IS AN EXCEPTION TO THE RULE!

Characters, settings, and other intellectual property that is considered public domain.

What is Public Domain?

According to the Stanford University Libraries*, "The term 'public domain' refers to creative materials that are not protected by intellectual property laws such as copyright, trademark, or patent laws. The public owns these works, not an individual author or artist. Anyone can use a public domain work without obtaining permission, but no one can ever own it."

Stanford also cites these four conditions to determine works as public domain:

1. The copyright has expired
2. The copyright owner failed to follow copyright renewal rules
3. The copyright owner deliberately places it in the public domain, known as "dedication," or
4. Copyright law does not protect this type of work

There is of course the exception where a collection of public domain works has been put together into an anthology that has its own copyright. In this case, if work is taken from an anthology then this would need an attribution. If it is taken from a single public domain piece, then it does not.

* https://fairuse.stanford.edu/overview/public-domain/welcome/

When to Attribute

The simplest rule to decide whether something is considered public domain in works where the author has deceased more than 70 years ago, or for corporate works, anonymous works, or works for hire, 95 years from the date of publication or 120 years from the date of creation, whichever expires first.

If you are unsure or uncomfortable, use the Word comments tool to highlight and address the reference in question.

916 Ink – General Style Guide

Using the Find & Replace Tool

The "Find and Replace" tool is extremely helpful for ensuring consistency throughout the document. You may use this tool when searching for something specific, when looking to replace all instances of a certain word, etc.

To Access:

- ***HOME > FIND > REPLACE***

- Type in the word you are looking to search in the "Find" box. Then type in the word you wish to replace it with. This can be a different spelling or different word entirely. You may select "Replace" to replace each instance individually or "Replace All" to replace every instance all at once.
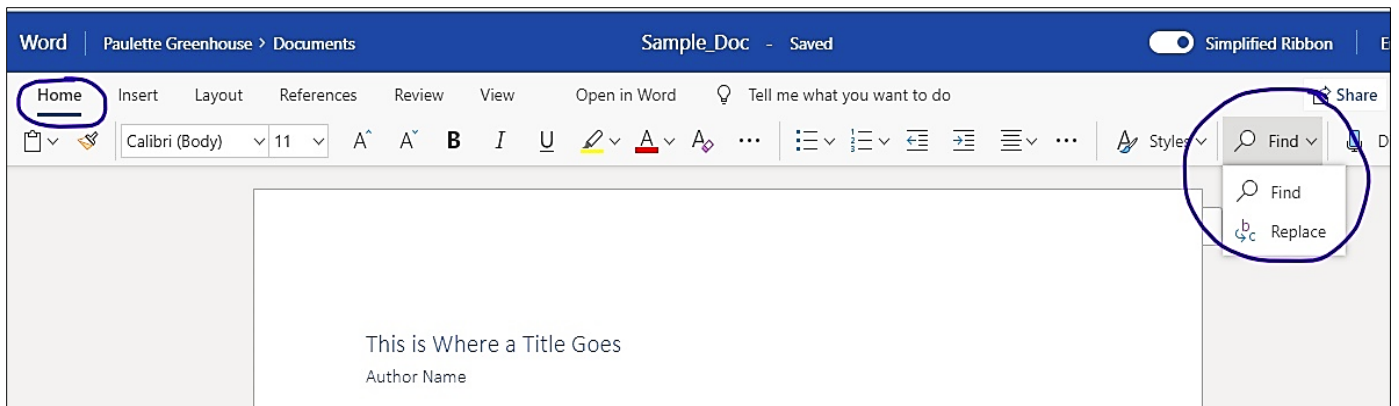
Using the Navigation Pane

If you ever want to jump to a specific author, check for excess writing, or rearrange writing, you can utilize Word's navigation tool. The **Navigation Pane** acts as an outline for the document—it will display all titles and authors using the "Heading 1" and "Heading 3" styles that you have applied for each piece. Scanning this outline should help you identify any authors who appear more than the submission limit allows. You will also be able to spot any spelling differences between author names, jump easily between pieces, and rearrange writing as necessary.

To open the Navigation tool, go to *VIEW > NAVIGATION.* Your document outline will appear as a column on the left side of the manuscript. *(See image below.)* From here, you can click on any heading to jump to that page, and you can easily rearrange the document by dragging headings to different spots within the outline.
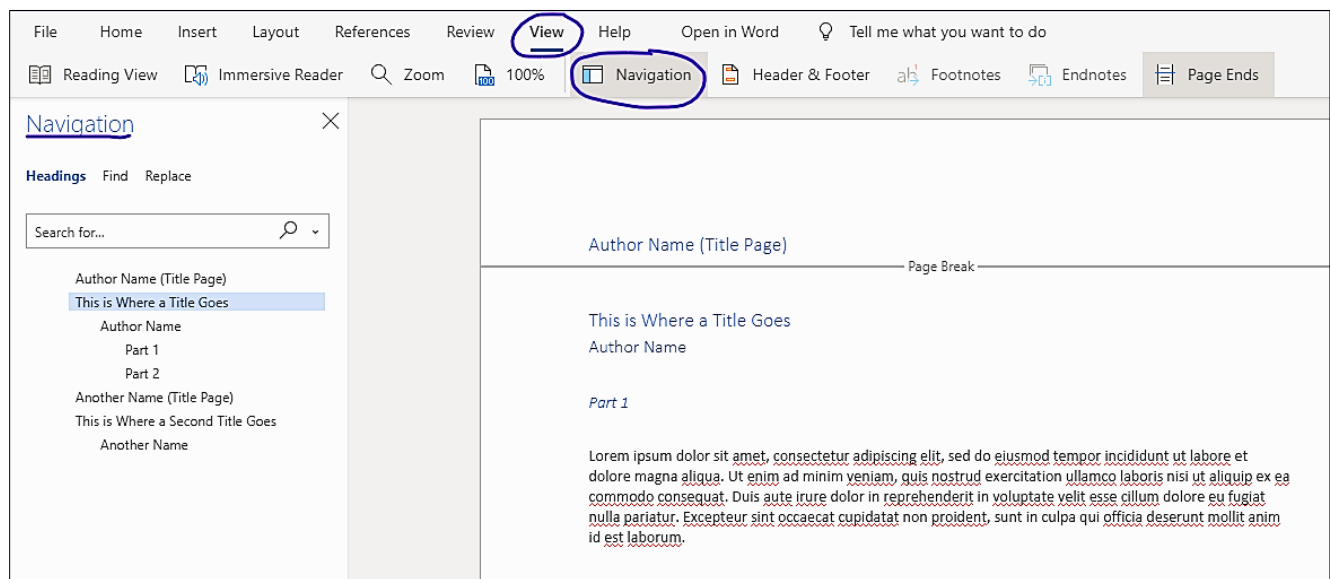
Preferences for Commonly Used Words

Word	Preferred Spelling/Format
Okay, O.k., O.K., ok	OK
Gray, grey	Gray (US standard)
til, till, 'til, 'til	'til
Tv, t.v.,TV	TV
Whoah, Woah, Whoa	Whoa

Slang Word	Preferred Spelling/Format
I'ma, I'mma, Imma	Imma
Fasho, fosho. Fa sho, fo sho, f'sho	Fasho

Other Words/Phrases	Preferred Grammar/Structure and other Preferences
Seasons	Names of seasons are NOT capitalized
Am,pm (time)	a.m. , p.m.
Dog breed names	Only capitalized if it includes a proper name (example: Chihuahua, Australian cattle dog, English bulldog, etc.) (not capitalized: poodle, beagle, boxer, etc.)
Proper names/brand names	Always Google the name for proper capitalization, spelling, and any punctuation involved

FORMATTING CHEAT SHEET

PART OF THE MANUSCRIPT	MICROSOFT WORD FORMAT STYLE	OTHER FORMATTING SPECIFICATIONS
Author Title Page	Heading 2	Author title pages appear in the page before each student section of writing. Author title pages will not appear when multiple schools or groups are being published in the same book. In these cases the author title pages will be replaced with the group/school name and students will not be separated into sections.
Title	Heading 1	Titles of works should be capitalized headline style according to the rules outlined in *The Chicago Manual of Style, 17th Edition (2017)* section 8.157
Author Name	Heading 3	One blank line in between author name and beginning of the piece.
Sub-heading	Heading 4	Blank line separating above and below the piece
Chapters	Heading 4	Use Arabic numbers, not Roman numerals Example: "Chapter 1" One blank line above and one blank line below, separating from body of work

PART OF THE MANUSCRIPT	MICROSOFT WORD FORMAT STYLE	OTHER FORMATTING SPECIFICATIONS
Sections of the work divided into Parts	Heading 4	Use Roman numerals, and not Arabic numerals Example: "Part I", "Part II", "Part III," etc.
Body of Text	Normal	Left justified, one blank line in between author name and start of the piece. No indents should be included in paragraphs. One blank line should be included in between paragraphs.
Multiple pieces by same author	Normal	More than one written work by the same author may appear on the same page, separated by three blank lines. No two different authors should appear on the same page.
Dedication	Normal	Italics, 2 blank lines separating from the last line of the piece
Attribution	Normal	Italics, 2 blank lines separating from the last line of the piece
"To be continued…"	Normal	Italics, 1 blank line separating from the last line of the piece
The End	NONE	Delete appearances of "The End" as a conclusion
Lapse in Time (i.e. "Two years later…")	Heading 4	Heading 4, one blank line above and one blank line below
Lapse in Time (Without it written out)	Normal	Insert "-------------" separating paragraphs to indicate lapse in time (This will be replaced with a graphic detail during the design process)

PART OF THE MANUSCRIPT	MICROSOFT WORD FORMAT STYLE	OTHER FORMATTING SPECIFICATIONS
Change of voice	Normal	Italics, separated by blank line
Inclusion of other languages	Normal	Italics Italicize whatever language is used secondary (even if this is English)
Made up word	Normal	Italics
Onomatopoeia (words that are sounds)	Normal	Italics Example: *Eek! Bang!*
Dialogue	Normal	When author has intentionally separated the dialogue from the rest of the body, separate using one blank line above and below each line of dialogue. If there is no intentional separation and it appears within the body, leave it as is.
Thoughts that appear as dialogue	Normal	Italics, no quotation marks Example: *He always says that*, I thought to myself.
Curse words	Normal	First letter of the word will appear followed with an asterisk for each letter that follows. Example: a**, b****, f***
Drug references	Normal	Drug references are OK, unless it is glorifying drug use. In this case the piece must be pulled out of the manuscript.

PART OF THE MANUSCRIPT	MICROSOFT WORD FORMAT STYLE	OTHER FORMATTING SPECIFICATIONS
Letter to someone/ Note	Normal	When the full piece is a letter, format as normal, with a blank line below the opening greeting, one blank line separating the end of the letter and the sign off, and one blank line in between the sign off and the name. When there is a note/letter within a larger story, indent the note and use the same number of blank lines to break up greeting, sign off, and name of the note's author as indicated above.
Signs and Mottos	Normal	Specific wording of common short signs or notices is capitalized headline-style in running text (without quotation marks or italics). A longer notice is better treated as a quotation (within quotation marks and no longer capitalized headline-style).

Homophones & Other Confusing Words

WORDS	WORD #1	WORD #2	WORD #3
alot vs. *a lot* vs. *allot*	*Alot* is a common misspelling of *a lot* and should be corrected to be two separate words.	The definition of *a lot* is dependent on the context, but often means "many" or "to a great extent." EXAMPLE: Sally reads *a lot* of books.	To *allot* means to apportion by shares or to set aside for a specific purpose. EXAMPLE: The employer *allots* one hour for lunch.
a while vs. *awhile*	*A while* is a noun phrase that means "a period of time." EXAMPLE: It's been *a while* since Ferdinand went camping. (You could replace *a while* with another period of time, like *a year*. "It's been *a year* since Ferdinand went camping.")	*Awhile* is an adverb and it means "for a time." EXAMPLE: Go play awhile. (You could replace *awhile* with another adverb, such as *quietly*. "Go play *quietly*.")	
Every day vs. everyday	*Every day* is an adverbial phrase meaning "daily." The phrase *every day* will modify verbs, but never nouns. EXAMPLE: I attend school *every day,* and I always have homework.	*Everyday* is an adjective that means "encountered or used routinely or typically" EXAMPLE: I wear my *everyday* clothes to school. (You could replace *everyday* with another adjective, such as *soft:* "I wear my *soft* clothes to school.")	

WORDS	WORD #1	WORD #2	WORD #3
Lay vs *lie*	(Present tense) *Lay* requires an object. EXAMPLE: You *lay* a book on the table. (Past tense) *Lay* in the past tense is *laid*. EXAMPLE: Last week I *laid* the report on your desk. (Past participle) *Lay* as a past participle is *laid*. EXAMPLE: I have *laid* the report on your desk.	(Present tense) *Lie* doesn't require an object. EXAMPLE: You *lie* on a sofa. (Past tense) *Lie* in the past tense is *lay*. EXAMPLE: The cat *lay* in the mud after it rained yesterday. (Past participle) Past participle of *lie* is *lain*. EXAMPLE: Steve has *lain* on the floor for days.	
Past vs. *passed*	*Past* - (*adj*.) gone in time, done with, over; (*n*.) time that has gone by, a period of time, before the present; (*prep*.) beyond an age or time of, after a particular hour; beyond in place, further than a place; (*adv*.) to pass or go by EXAMPLE: (Adjective) It's now *past* time to hand in your assignments. (Noun): Whatever happened between us is in the *past*. (Preposition): Let's meet at half *past* 10. (Adverb): Reese ran *past* him on her way to catch the bus.	*Passed* is the past tense and past participle of the verb *pass* "To Pass" means to go forward, proceed, depart. This can mean to move forward in time, space or in action. EXAMPLE: Jana *passed* all her exams. James *passed* the ball to me. How do you *pass* the time?	

WORDS	WORD #1	WORD #2	WORD #3
Except vs accept	*Except* usually functions as a preposition or a conjunction. As a preposition, *except* means "but." As a conjunction, *except* is often followed by "that," and it means "only" or "with the exception of." In the rare cases that *except* functions as a verb, it means "to exclude, to object." EXAMPLE: (Preposition)Everyone attended *except* William. (Conjunction) Nothing mattered *except* that she was alive. (Verb) She *excepted* from her criticism a list of distinguished writers.	*Accept* (verb): means to receive EXAMPLE: I *accepted* the package from the delivery man.	
Affect vs effect	*Affect* is most commonly used as a verb that means to influence something EXAMPLE: The poor weather *affected* plans to barbecue. Less commonly used*, affect* as a noun means feeling, emotion, or specific emotional response. EXAMPLE: The patient had a flat *affect* during the therapy session. *Affect* as an adjective can be used to mean pretentious, artificial, or designed to impress. EXAMPLE: He spoke in an *affected* manner.	*Effect* is most commonly used as a noun that means the result of an impact. EXAMPLE: You'll feel the *effect* of the medication in about twenty minutes. Less commonly used, *effect* as a verb means to bring about. It usually shows up with nouns like "change" or "solutions." EXAMPLE: The protesters wanted to *effect* change in the corrupt government. (In other words, they wanted to bring about the *effect* of change.)	

Compound Phrases According to *The Chicago Manual of Style*

Compounds According to Category

CATEGORY/SPECIFIC TERM	EXAMPLES	SUMMARY OF RULE
Age terms	A *three-year-old* A *fifty-five-year-old* woman A group of *eight-* to *ten-year-olds* But *Seven years old* *Eighteen years of age*	Hyphenated in both noun and adjective forms (except as in the last two examples); note the space after the first hyphen in the third example (see 7.84). The examples apply equally to ages expressed as numerals.
colors	*emerald-green* tie *reddish-brown* flagstone *blue-green* algae *snow-white* dress *black-and-white* print But His tie is *emerald green* The stone is *reddish brown* The water is *blue green* The clouds are *snow white* The truth isn't *black and white*	Hyphenated before but not after a noun.
Compass points and directions	*Northeast* *Southwest* *East-northeast* A *north-south street* The street runs *north-south*	Closed in noun, adjective, and adverd forms unless three firections are combined, in which case a hyphen is used after the first. When *from . . . to* is implied, an en dash is used (see 6.78).
Fractions, compounds, formed with	A *half hour* A *half-hour* session A *quarter mile* A *quarter-mile* run An *eighth note*	Noun form open; adjective form hyphenated

CATEGORY	EXAMPLES	SUMMARY OF RULE
Fractions, simple	*One-half* *Two-thirds* *Three quarters* *One twenty-fifth* *One and three-quarters* A *two-thirds* majority *Three-quarters* done A *one twenty-fifth* share	Hyphenated in noun, adjective, and adverb forms, except when second element is already hyphenated.
Number + noun	A *hundred-meter* race A *250-page* book A *fifty-year* project A *three-inch high* statuette It's *three inches* high A *one-and-a-half-inch* hem *One and a half* inches A *five-foot-ten* quarterback *Five feet ten [inches tall]* *Five- to ten-minute* intervals	Hyphenated before a noun, otherwise open. Note the space after the first number in the last example.
Number + percentage	*50 percent* A *10 percent* raise	Both noun and adjective forms always open.
Number, ordinal, + noun	A *second-best* decision *Third-largest* town *Fourth-to-last* contestant He arrived *fourth to last*	Hyphenated before a noun, otherwise open.
Numbers, spelled out	*Twenty-eight* *Three hundred* *Nineteen forty-five* *Five hundred fifty*	Twenty-one through ninety-nine hyphenated; others open.
Time	At *three thirty* The *three-thirty* train A *four o'clock* train The *5:00 p.m.* news	Usually open; forms such as "three thirty," "four twenty," etc., are hyphenated before the noun.

Compounds According to Parts of Speech

CATEGORY	EXAMPLES	SUMMARY OF RULE
Adjectives + noun	*Small-state* senators A *high-quality* alkylate A *middle-class* neighborhood The neighborhood is *middle class*	Hyphenated before but not after a noun
Adjective + participle	*Tight-lipped* person *High-jumping* grasshoppers *Open-ended* question The question was *open ended*	Hyphenated before but not after a noun
Adverb not ending in *ly* + participle or adjective	A *much-needed* addition It was *much needed* A very *well-read* child *Little-understood* rules A *too-easy* answer The *best-known* author The *highest-ranking* officer The *worst-paid* job A *lesser-paid* colleague The *most efficient* method A *less prolific* artist A *more thorough* exam The *most skilled* workers (most in number) But The *most-skilled* workers (most in skill) A *very much needed* addition	Hyphenated before but not after a noun; compounds with more, most, less, least, and very usually open unless ambiguity threatens. When the adverb rather than the compound as a whole is modified by another adverb, the entire expression is open.
Noun + adjective	*Computer-literate* accountants *HIV-positive* men The stadium is *fan friendly* She is *HIV positive*	Hyphenated before a noun; usually open after a noun.

CATEGORY	EXAMPLES	SUMMARY OF RULE
Noun + numeral or enumerator	*type A* a *type A* executive *type 2* diabetes *size 12* slacks a *page 1* headline	Both noun and adjective forms always open.
Participle + up, out, and similar adverbs	*Dressed-up* children *Burned-out* buildings *Ironed-on* decal We were *dressed up* That decal is *ironed on*	Adjective form hyphenated before but not after a noun. Verb form always open.
Phrases, adjectival	An *over-the-counter* drug A *matter-of-fact* reply An *up-to-date* solution Sold *over the counter* Her tone was *matter of fact* His equipment was *up to date*	Hyphenated before a noun; usually open after a noun.
Phrases, noun	*Stick-in-the-mud* *Jack-of-all-trades* A *flash in the pan*	Hyphenated or open as listed in *Webster's*. If not in the dictionary, open.

(Common) Compounds Formed with Specific Terms

SPECIFIC TERMS	EXAMPLES	SUMMARY OF RULE
Ache	*Toothache* *Stomachache*	Always closed
Book	*Reference book* *Coupon book* *Checkbook* *Cookbook*	Adverbial phrases open; adjectival phrases usually hyphenated both before and after a noun.
Century	The *twenty-first* century *Fourteenth-century* monastery *Twenty-first-century* history A *mid-eighteenth-century* poet *Late nineteenth-century* politicians Her style was *nineteenth century*	Noun forms always open; adjectival compounds hyphenated before but not after a noun.
Ever	*Ever-ready* help *Ever-recurring* problem *Everlasting* He was *ever eager*	Usually hyphenated before but not after a noun; some permanent compounds closed.

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SPECIFIC TERMS	EXAMPLES	SUMMARY OF RULE
Foster	*Foster mother* *Foster parents* A *foster-family* background	Noun forms open; adjective forms hyphenated.
Free	*Toll-free* number *Accident-free* driver The number is *toll-free* The driver is *accident-free*	Compounds formed with free as second element are hyphenated both before and after a noun.
Full	*Full-length* mirror The mirror is *full length* Three *bags full* A *suitcase full*	Hyphenated before a noun, otherwise open. Use *ful* only in a such permanent compounds as *cupful*, *handful*.
Grand, great-grand	*Grandfather* *Granddaughter* *Great-grandmother* *Great-great-grandson*	*Grand* compounds closed; *great* compounds hyphenated.
Half	*Half-asleep* *Half-finished* A *half sister* A *half hour* A *half-hour* session *Halfway* *Halfhearted*	Adjective forms hyphenated before and after the noun; noun forms open. Some permanent compounds closed, whether nouns, adjectives, or adverbs. Check *Webster's.*
Like	*Catlike* *Childlike* *Christlike* *Bell-like* A *penitentiary-like* institution	Closed if listed as such in *Webster's*. If not in *Webster's*, hyphenated; compounds retain the hyphen both before and after a noun.
Percent	*5 percent* A *10 percent* increase	Both noun and adjective forms always open. Always spell out *percent* and do not use symbol.
Self	*Self-restraint* *Self-realization* *Self-sustaining* *Self-conscious* The behavior is *self-destructive* *Selfless* *Unselfconscious*	Both noun and adjective forms hyphenated, except where self is followed by a suffix or preceded by un. Note that *unselfconscious*, Chicago's preference, is contrary to *Webster's*.
Step	*Stepbrother* *Stepparent* *Step-granddaughter* *Step-great-granddaughter*	Always closed except with *grand* and *great*.

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SPECIFIC TERM	EXAMPLES	SUMMARY OF RULE
Style	Dined *family-style* *1920s-style* dancing Danced *1920s-style* *Chicago-style* hyphenation According to *Chicago style* *Headline-style* capitalization Use *headline style*	Adjective and adverb forms hyphenated; noun form usually open.
Wide	*Worldwide* *Citywide* *Chicago-wide* The canvass was *university-wide*	Closed if listed as such in *Webster's*. If not in *Webster's*, hyphenated; compounds retain the hyphen both before and after a noun.

Format For Titles Mentioned Within Story/Poem

TITLES FOR…	FORMAT VIA CHICAGO MANUAL OF STYLE
Albums	Italics (8.192)
Apps	Italics (8.193)
Art	Italics (8.193)
Articles	Quotes (8.175)
Blog entries	Quotes (8.187)
Blogs	Italics (8.187)
Books	Italics (8.166)- but book series and editions use neither (8.174)
Cartoons	Italics (8.194)
Chapters	Quotes (8.175)
Comic Strips	Italics (8.194)
Computer games and computer game apps	Italics (Chicago Style Q&A)
Essays	Quotes (8.175)
Journals	Italics (8.166)- unless part of name of award, organization, etc. (8.170)
Magazines	Italics (8.166)- unless part of name of award, organization, etc. (8.170)
Movies	Italics (8.185)
Newspapers	Italics (8.166)- unless part of name of award, organization, etc. (8.170)
Operas	Italics (8.189)- for long musical compositions or instrumental works, see 8.189-8.190

TITLES FOR…	FORMAT VIA CHICAGO MANUAL OF STYLE
Periodicals	Italics (8.166), unless part of name of award, organization, etc. (8.170)
Photographs	Italics (8.193)
Plays	Italics (8.181)
Podcast episodes	Quotes (8.187)
Podcasts	Italics (8.187)
Poems	Quotes (8.179)- unless book length, then treated as book (italics)
Radio episodes (in series)	Quotes (8.185)
Radio programs and series	Quotes (8.185)
Short stories	Quotes (8.175)
Songs	Quotes (8.189)
Speeches	Neither (8.75)-unless it has "status," then use quotes
Television episodes (in series)	Quotes (8.185)
Television programs and series	Italics (8.185)
Unpublished works	Quotes (8.184)
Video blogs	Italics (8.187)
Video blog epiosdes	Quotes (8.187)
Web pages and sections	Quotes (8.186)
Websites	Neither (8.186)