**STYLE SHEET TEMPLATE**

**For Screenwriters**

**TENSE:**

**Present**: I am writing now.

**POV (point of view):**

**3rd Person**: S/he, her/him, her/his

**INNER THOUGHTS POV:**

**Omniscient**: any or all characters.

**Limited**: a few key characters.

**Subjective**: bias or sympathy

**Objective**: observe only

**QUOTES:**

**Straight quotes:** "straight quote"

**Smart quotes:** “curly quote”

**SENTENCE SPACING:**

**1 space**: (. ! ? )

**~~2 spaces~~**~~: (. ! ? )~~

**SERIAL COMMAS:**

**Oxford** – yes, yes, and yes

**AmE** – no, no and no

**COMMA PRECEDING:**

**With:** I like a comma before “though,” too.

**Without:** I like no comma before “too” though.

**COMMA FOLLOWING:**

**With:** So, I like a comma after “So.”

**Without:** But I don’t like a comma after other conjunctions.

**DASHES REPLACE COMMAS:**

**Double dash:** --

**HYPHEN OR COMPOUND:**

**Hyphen:** back-yard party

**Compound:** backyard party

**HYPHEN AFTER ADVERB:**

**With:** well-deserved reward

**Without:** well deserved reward

**ELLIPSES:**

**~~No spaces – as one character:~~** ~~(…)~~

**No spaces:** (...)

**Space before/after:** ( ... )

**Spaces between each period:** ( . . . )

**POSSESSIVE NAMES ENDING IN S:**

**S following:** Lazarus’s

**No s following:** Lazarus’

**NUMBERS:**

**Spell out 1–10:** 11-999,999, + combo (1 million)

**~~Spell out 1–100:~~** ~~101–999,999 EXCEPT multiples of hundred, thousand, etc. + combo (1 million)~~

**SYMBOLS & ABBREVIATIONS IN NARRATIVE:**

**Symbol & abbrev.:** $, %, #, St., St., etc.

**~~Spelled out:~~** ~~dollars, percent, hashtag, Street, Saint, et cetera~~

**PREFERRED SPELLINGS**:

**okay** (spell out in dialogue)

**alright**

**makeup** (cosmetics)

**backpack**

**grey**

**cell phone**

**back seat**

**rearview**

**goodbye**

**pick-up** (truck)

**t-shirt**

**theater**

**’til** (be sure to use the right apostrophe, not left)

**toward, backward, forward, upward, afterward, etc.**

**toward*s*, backward*s*, forward*s*, upward*s*, afterward*s*, etc.**

mixed: **toward*s*, backward*s*, afterward*s*** – however: **forward, upward, etc.**

**LISTS TEMPLATE**

**CHARACTERS:**

Full names & basic descriptions. (Use software’s CAST LIST report.)

**SIMILAR NAMES:**

Full names. (Alphabetize software’s CASTING report.)

**PLACES:**

(Use software’s LOCATION or SCENE HEADING report.)

**TIMELINES:**

(or use spreadsheet)

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