

Inspire Anthology Style Sheet

	1-inch margins
	Fiction and non-fiction left justified
	Poetry may be centered
	Double spaced
	Set paragraph indent at 0.5-inches (no tabs or spaces)
	Headers should ONLY be used for author full name, title and page numbers
	No extra spaces before or after paragraphs
	Single space between both words and sentences
	No spaces at the end of paragraphs after punctuation
	Times New Roman or Calibri
	12 point font
	Black font only
	Titles & Headings in Headline Capitalization (No Bold or ALL CAPS)
	Titles & Headings in the same font size as the body of the manuscript
	Titles centered
	Scripture in <i>italics</i> (with reference and version in parentheses)
	All pronouns for God are capitalized. His, He, Him, You, Your, etc.
	“Word” as in God’s Word and “Scripture” are to be capitalized
	Fiction: Spell out numbers other than years (It would occur on June fifth. / In the year 1492 Christopher...) Non-fiction: depends on the materials covered. The more technical the more digits used
	Use * * * for time, POV, topic, or other breaks within a chapter
	Em—dash has no spaces before or after
	Use commas before the conjunction in a series. <i>We bought milk, juice, fruit, and cereal.</i>
	When writing possessives ending in s, write as s’s (ex. Boss’s)
	When writing sounds, use italics. <i>Crack</i>
	A new paragraph for each speaker in dialog
	Capitalize Heaven and Hell when referring to places. <i>I’m going to Heaven. War is hell.</i>
	Thought, imagined dialogue, prayer, and other interior discourse in <i>italics</i>
	Use ... for faltering speech and –for interrupted speech (“I...I don’t know...what you mean.”) (“Would you—”)
	Quotations fall outside of final punctuation in dialog.
	For quotes within quotes. Full quotes to begin and end, single quotes on the internal quote