



# Novel Proofreading Client Preferences

Date

Client Name

Book Title

E-mail

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I follow the Chicago Manual of Style guidelines; however, each individual author has the final say. Below are a few Chicago rules that authors sometimes wish to change, as well as some information to help with the efficiency of the proofreading.

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Spelling and Grammar  
(Choose one)

<input type="checkbox"/>	American English
<input type="checkbox"/>	British English

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Serial Comma  
(Oxford Comma)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Chicago recommends using the serial comma.

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Double spacing  
between  
sentences

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Double spacing is not recommended after any punctuation.

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Spaces around ellipses

Please select  
one

Chicago recommends spaces before and after ellipses.

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If there are any unusual or uncommon spellings of names or places, please list them below so I know they are not mistakes.

Specific Name  
Spellings

Preferred  
Spellings  
(example: e-mail  
or email)

Intentional  
Misspellings/  
Slang Terms

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Please let me  
know any other  
notes or  
information that  
may be relevant.