Academic Style Sheet Template

**Client Name:** *Client or Author’s Name*

**Document Title:** *Title of Document*

### General Information

* *Start with general information about the document.*
* *This may include the client’s style guide preference and the purpose of the document (e.g. if it is for a journal or university assignment).*

### Linguistic Preferences

* *Overall preferences regarding language, spelling, punctuation, and writing style.*
* *You can break this section down into subsections as required (e.g. Overall Style, Spelling Preferences, Punctuation Preferences, Capitalisation Preferences).*

### Formatting

* *Add basic information for the formatting of the document here (this is useful for ensuring consistency even if you are not offering a formatting service).*
* *This can cover things like fonts, layouts, page numbering, and heading styles.*

### Referencing

* *Use this section for information on citations and referencing formats. In particular, focus on cases where references do not follow the standard rules of the style guide specified (e.g. frequently cited sources that use an abbreviation).*
* *If your client is following a set referencing style (e.g. MLA or APA) with no unusual sources or variations on the standard system, it is fine to just note the style in the general information section then follow the specified style guide.*

### Technical Terminology and Abbreviations

**Key Names and Terminology:**

* *List important names, neologisms, and technical terms here.*

**Key Abbreviations:**

* *If the document uses a lot of abbreviations, add a list of the full terms and shortened versions here so you can check for clarity and consistency.*