



BLACK CAT EDITORIAL SERVICES

blackcatedit.com – hannah@blackcatedit.com – 07534 463820

Project: *A Doctor in Hannover*

Author: A. Client

Date: 21 July 2018

Language:

Regional spelling	UK English
ize/ise suffixes	-ise, -isation, -ising
Slang, jargon or terminology	Some British and American slang Some medical terminology
Other languages	Some German words and phrases (italicised)

Formatting and layout:

Abbreviations/contractions	No full stops (e.g. Dr, ICU, IV, UK, US)
Chapters	Start on new page Chapter heading in words (e.g. Chapter One), centred and bold
Dialogue	Closing punctuation before closing quotation mark
Displayed matter	No change to font size No quote marks
Italic/roman words	As according to <i>New Hart's Rules</i>
Numbers	In words Exception for house numbers, time, trade names and years
Paragraph indentation	First paragraph of chapter or new section not indented Following paragraphs indented
Punctuation	Spaced en rules for parentheses No serial commas unless to prevent ambiguity
Quotation marks	Single quote marks (but double if within quote marks)
Section breaks	One asterisk, centred One line above and below asterisk
Special features	Italic used for emphasis

Spelling and preferred forms:

AB	CD	EF
<ul style="list-style-type: none">• alright• blond (masculine) and blonde (feminine)	<ul style="list-style-type: none">• café• centre (not center)	<ul style="list-style-type: none">• email (no hyphen)
GH	IJ	KL
<ul style="list-style-type: none">• groundbreaking (no hyphen)• Hannover (not Hanover)	<ul style="list-style-type: none">• jewellery (not jewelry)• ju-jitsu (not jiu-jitsu)	<ul style="list-style-type: none">• kerb
MN	OP	QR
<ul style="list-style-type: none">• Maine Coon	<ul style="list-style-type: none">• online (no hyphen)• per cent (not percent)	<ul style="list-style-type: none">• résumé
ST	UVW	XYZ
<ul style="list-style-type: none">• towards (not toward, as preposition)• travelled, travelling, traveller	<ul style="list-style-type: none">• visor (not vizor)	<ul style="list-style-type: none">• X-ray

Key characters and their features:

Paul Valentin	Surgeon at the Royal London Hospital before moving to Hannover 35 years old Brown hair and green eyes Brother to Giselle Valentin Owns cat named Agatha
Giselle Valentin	Historian researching the British Military Hospital in Hannover 32 years old Brown hair and brown eyes Sister to Paul Valentin
Johanna Wirner	Paul's next door neighbour in Hannover Around 30 years old Blonde hair and grey eyes Nurse

References:

- *New Hart's Rules*
- *New Oxford Dictionary for Writers and Editors*
- Oxford Dictionaries (online)