Editorial style sheet – financial book

# References

* Chicago Manual of Style (CMOS)
* Merriam-Webster (M-W)
* Investopedia for a lot of the bookkeeping and financial terms

# Miscellaneous

* Oxford comma – yes
* Watch out for use of “will” as in future tense—where appropriate, move from future tense into present tense
* Numbers – I used numerals for things like 30 days to pay and 15 days to pay (rather than thirty days to pay) – more aligned to what an invoice would show.

# Formatting

* Verify all figures are labeled
* Verify diagrams are consistent, e.g., ratio formulas displayed the same way
* Verify formatting is consistent for “PRO TIP” and “SPECIAL NOTE”

# Names

* U.S. Securities and Exchange Commission (SEC)
* American Institute of Certified Public Accountants (AICPA)
* Financial Accounting Standards Board (FASB)
* Governmental Accounting Standards Board (GASB)
* QuickBooks Desktop; QuickBooks Online

# Accounting Terminology

Capitalization – I am capitalizing many accounting terms even though not entirely to CMOS style, because I think it helps for understanding in this book.

* Balance Sheet – always capitalize
* Profit & Loss statement, Profit & Loss, or P&L or P&L statement – always use an ampersand
* Statement of Cash Flows – “flows” is plural (but in Cash Flow Statement it is singular) – always capped
* Chart of Accounts
* Account names are capitalized, e.g., Training & Education, Rent Expense

Treatment of terminology

* When new terms are capitalized, do not use quotes.
* If new terms are not capped, used quotes on first definition. For example: That’s called “pass-through” taxation.

T-account – M-W shows T account (no hyphen) but Investopedia uses hyphen. Use hyphen for clarity.

T-diagram – likewise use hyphen

Business structure – use caps first definition, but not after that (unless in heading or table or something where cap is appropriate)

* Sole Proprietorship
* Partnership
* Limited Liability Company (LLC)
* Limited Liability Partnership (LLP)
* Professional Limited Liability Company (PLLC)
* S-Corp
* C-Corp

NSF (non-sufficient funds) – insufficient would be correct, but this is a banking term – use the hyphen for ease of reading

# Spelling (M-W unless otherwise noted)

start-up (adj) – use hyphen (variant is startup)

bean counter – noun is two words; bean-counter adjective takes hyphen

okay – search on it for consistency

well-being – use hyphen per M-W

US vs U.S. – use **U.S.** (even though counter to CMOS)

tear-end – hyphen for both noun and adj

woo-woo – hyphen for both noun and adj

sidenote – one word

decision-making – hyphen per M-W

time frame, variant timeframe – I left as two words

unvoided – per CMOS hyphenation table, no hyphen with un- prefix

offsetting – one word, no hyphen

semiannual – no hyphen

“month-end checklist,” but “at month end”

“go all in” – no hyphen per M-W

quarter-end and year-end are hyphenated as nouns

house call – two words

C corporation per M-W; abbreviated to C-corp per Investopedia (not in M-W) – C is capped, corp is not

pass-through – both noun and adjective are hyphenated

subaccount is one word no hyphen

jobsite is one word

on-screen ok, onscreen variant

point-of-sale system is hyphenated; or POS system

face-plant – hyphen

uh-oh – hyphen

crisscross – one word no hyphen