

Troll Lord Style Guide

Troll Lord-specific Conventions:

Text is in ten-point Times New Roman font

Use one space after a period that ends a sentence.

- Headers and Subheaders should all be at 10 font, bolded
- Each header should be followed by brackets and numbers 1-5. One being the largest, 5 being the smallest for room and areas Example: [2]
- Outdoor encounters are Areas
- Indoor encounters are Rooms
- Rooms and Areas should denote what they are “Area 1 Campsite [5]” or “Room 1 Entrance [5]”
- Avoid excessive subheadings
- Spells are lower case italicized
- Magic items are lower case italicized
- Attributes are lower case, standard font
- Monster names, races, character classes all lower case standard font
- Stat blocks are laid out as sentences, placed within parentheses and all content in the parenthetical is *italicized* completely. Name of monster or NPC should be **bold**. No numbers are written out in them. Follow this standard:

- ✓ **Dragon, Iahneal** (*This lawful evil creature’s vitals stats are HD 11d8, AC 20, HP 88. Their primary attributes are mental. They attack with 2 claws for 1d2, a bite for 1d8, tail for 1d6 and a wing for 1d4 points of damage. They can attack multiple targets with all their attacks in a single round. They are able to bewilder their opponents by scintillating wings, wisdom save or be mesmerized for 1d6 rounds. They have a breath weapon that can transmute flesh to stone. For more see **Monsters & Treasures of Ahrde.**)*
- ✓ **Druid, Tearlag** (*This 8th level neutral human’s vital stats are AC 21 (plus defender), HP 60. Her primary attributes are constitution, wisdom and intelligence. Her significant attributes are strength 16, intelligence 16, wisdom 18, dexterity 17, charisma 15 and constitution 17. She uses a variety of weapons in battle: +4 defender shortsword, a +2 warhammer that strikes with a wall of wind spell once every four rounds, a +1 dagger or a +3 short bow. She wears +5 leather armor. She has woodland stride. She has adopted the wolf, cotton mouth snake and house finch as her totem shapes. She can change into any one of the shapes and back again once per day. She has a full complement of druidic spells: 5 zero level, 5 1st level, 4 2nd level, 4 3rd level, 2 5th level. She has a tattoo of Kekki on her left breast that grants her +3 AC. She wears a +3 cloak of charisma.)*

Capitalization:

- Game Terms: do not capitalize game terms unless they are abbreviations: *spell names, attributes, monsters, skills, abilities, magic items etc.*
- Academic disciplines: do not capitalize unless they are part of a department or an official course name, or are themselves proper nouns (e.g., English, Latin): *She has studied widely in the field of magic; She was a math professor; Jones is chair of the Hogwart's Department of History.*
- Buildings and Institutions:
 - ✓ Names of buildings and monuments are capitalized unless the generic form is used: *Elkhorn Tavern*, but *the tavern*
 - ✓ The word *the* preceding a name, even when part of the official title, is lowercased in running text: *I saw the Himmelian Druid Lodge battle their enemies.*
 - ✓ Generic terms such as *school* and *company* are lowercased when used alone.
- Directions: compass directions are not capitalized unless they are referring to specific regions: *He traveled west; The North and South fought in the Civil War.*
- Geographical/regional terms:
 - ✓ Capitalize proper names of counties, lakes, streets, etc.
 - ✓ When two or more are named together and a generic name applies to both, capitalize the generic term if it comes before the names and lowercase the generic term if it comes after the names: *Mounts Washington and Rainier; Bridgewynn and Lufstana shires; the Orinac and Calasti rivers; Alasanna and Humatha lakes; Broadway and Main streets*
 - ✓ Regions: capitalize most specific regions if they are distinct cultural entities in your game: *the South, the North, the East, the Midwest, the Southwest, the Delta.* Capitalize adjectival/noun forms *Southern* and *Southerner*, *North* and *Northerner*, etc., as they refer to cultural entities, not compass directions. *He was an Easterner who enjoyed a plate full of Southern cooking.*
 - ✓ Do not capitalize *valley, basin*, etc. following a proper geographical name: *St. Wulfbane River valley.*
- Groups:
 - ✓ Do not capitalize the names of monsters or races: *dwarves, orcs, dark fey*
 - ✓ Do not capitalize socioeconomic classes or groups: *upper class; a middle-class neighborhood; blue-collar workers*
- Historical periods and events:
 - ✓ Traditional names of time periods and events are capitalized: *The Age of Wrath, the Darkening Days of Yore, the War of the Moon-breathed Guild*
 - ✓ Names of specific groups are capitalized: *The Darkenfold Guild*
 - ✓ Names of specific natural phenomena or disasters of historic dimensions are often capitalized: *the Great Plague*
 - ✓ General names of phenomena are usually lowercased: *the plague*
 - ✓ If in doubt, do not capitalize.
- Military terms:

The word *battle* is capitalized only when it is part of an accepted term: *the Battle of the Moonlit Plains*

Names of most wars are capitalized. When used alone, however, *war* is lowercased: *The War of the Darkened Ages was a turning point in history; The war lasted twenty years.*

- ✓ Military divisions are capitalized only after a country name: *Gillenhoffen Army*; *the army*
- Political terms:
 - ✓ Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name: *King Alfred*, *Professor Uggendire*
 - ✓ Titles are not capitalized if they stand alone or act as descriptive tags: *the king*; *the professor*; *the then king Uggendire*
 - ✓ Words denoting political divisions—from *empire*, *republic*, and *state*, down to *ward* and *precinct*—are capitalized when they follow a name and are used as an accepted part of the name (*the Ulford Empire*).
 - ✓ Formal or accepted titles of pacts, plans, policies, treaties, acts, programs, and similar documents or agreements are capitalized: *the Treaty of Two Bridges*
 - ✓ Incomplete or generic forms are usually lowercased: *the treaty*

Spelling/Word Choice:

- *Axe*, rather than *ax*, is the preferred spelling
- *Faerie* rather than *fairy* (plural is *fey*)
- Use *titled*, not *entitled*, for naming works (follow it with a comma): *She wrote a book titled*, *Death by Inches*
- The preferred plural of *cannon* is *cannon*, without an *s*: *fifty-seven cannon*
- American spellings are preferred over British: *gray*, not *grey*; *traveled*, not *travelled*; *canceled*, not *cancelled*
- Use *czar*, not *tsar*.
- Use *archaeology/archaeological*, not *archeology/archeological*.
- Use the short form for *toward* (not *towards*), *forward*, *backward*, etc.
- *Courthouse* is one word
- Use the term *modern-day* rather than *modern*: *modern-day Ascalon*
- For birth/death dates and other specific dates of significance in an entry, please write, “He was born on May 24, 1876” rather than “He was born May 24, 1876.”

Punctuation:

- Apostrophes:

Use the *s* after the apostrophe for the possessive form of proper nouns ending in *s*: *Arkansas’s lakes*, *Dickens’s novels*. However, plural forms of proper nouns ending in *s* take only an apostrophe: *the United Kingdoms’ allies*.
- Commas:
 - ✓ Use a comma after all introductory phrases: *After completing his training, he moved to Picsus*; *In the third year, the Senate met nine times*.
 - ✓ Serial comma: items in a series are separated by commas, except for the comma before the conjunction: *She took a photograph of her parents, the president and the vice president*; *The owner, the agent and the tenant were having an argument*.Use commas to set off a place of residence immediately following a person’s name unless the place is essential to the meaning of the sentence or is considered part of the person’s name: *Pralok, from the Dreary Rapids, Michigan, ascended to the kingship*; *Clement of Alexandria*; *Helen of Troy*

- ✓ Use a comma to separate independent clauses: *He moved to Escathol with his wife, and she returned home a year later.*
- ✓ Use a comma before the “and” to set off an introductory clause within a sentence: *He left home, and by the time he returned, his parents had two more children.*
- ✓ Do not use commas with *Jr.* or *Sr.*: *Karl Malhallen Jr.*

Commas and periods go inside quotation marks.

- Dashes:

An en dash is a short dash (–). In Word, the shortcut is Ctrl+minus sign.

An em dash is a long dash (—). In Word, the shortcut is Ctrl+Alt+minus sign.

Adjectives: use an en dash instead of a hyphen for adjective phrases with proper nouns of more than one word: *post–Treaty of Darkenfold rebuilding plans*

Clarity: an en dash is sometimes used instead of a hyphen for clarity of meaning: *The five top rapeseed oil–producing provinces were invaded.*

- ✓ Year spans: use an en dash between years: *1979–1981*; *from 1979 to 1981*, never *from 1979–1981*. Spans of years in which the first two numerals are identical may be rendered thus: *1979–80*.
- ✓ Day spans: use an en dash between days: *The battle, which occurred August 23–25, 1863, was one of the most important of the war.*
- ✓ Comma-heavy sentences: use an em dash to set off phrases when too many commas would be confusing: *The mayor—who lived in a red, white, and blue house—had three sons, two daughters, and eight grandchildren.* (However, do not overuse dashes.)

- Hyphens:

Do not hyphenate double-vowel words such as *reelect*, *reenact*, and *reentry*. Only hyphenate to differentiate meanings, as in the case of *re-creation/recreation* and *re-cover/recover*.

Hyphenate *mid-1930s* but not *late 1930s* and *early 1930s*.

Other Punctuation:

Ampersand: use an ampersand only if it is part of a company or organization’s official title: *Barnes & Noble* (The ampersand is an official part of the title of *Castles & Crusades*)

Avoid contractions (use *do not* instead of *don’t*) except when a part of the dialogue.

Ellipsis: A three-dot ellipsis represents a pause in thought or the omission of part of a sentence (though the latter is usually used in scholarly work). A four-dot ellipsis represents a thought trailing off or omission, with a sentence coming to an end there. *I though... I thought you loved me. There’s something that I think you can do for me....*

Dates:

- Use commas both before and after the year in the month-day-year style: *His birthday was on March 6, 1995, which was Tuesday.* Without the day, do not use a comma after the month: *In April 1978, two hundred people lost their jobs.*
- Use numerals for years: *Three ships sailed in 1492.*
- Write out full decades: *1980s*, not *’80s*

Numbers:

- Spell Out:
When using numbers one through nine, write them out (except in stat blocks, where they will all be numbers): *He ate three and a half pies; Nine votes decided the election.*
When a number begins a sentence, it should always be spelled out, even if it is greater than ten: *One hundred and ten candidates were accepted.*
Write out and hyphenate fractions: *three-fifths*
Ordinals: spell out *first* through *ninth*: *first century; ninth-century manuscripts*
- Use Numerals:
 - ✓ When using numbers greater than nine, use numerals: *I saw 12 protestors outside the building; The university employed 1,258 workers.*
 - ✓ Always use numerals when writing dollar amounts in the millions or billions, whether the number preceding it is less than 100: *32 million*
 - ✓ Sports scores: use numerals for sports scores, regardless of the size of the number: *The team won 6-5;*
 - ✓ Ordinals: use numerals and a superscript ending for *10th* and greater: *101st person in line*
 - ✓ Ordinal exception: use numerals and a superscript ending for all street numbers: *5th Street; 2nd Avenue; 119th Boulevard*
 - ✓ When the number is part of a proper title, such as of a book, even if less than 10, use the numeral: *The Top 5 Ways to Kill Your Sister.*
- Do not start a sentence with a year: *The book was published in 1978;* not *1978 saw the book's first publication.*
- Percents: Spell out the word percent whether a numeral or spelled-out number precedes it: *125 percent; nine percent*
- Write out full numbers when using spans (page numbers, years, etc.): *p. 342–386; 1886–1896*
- Times:
 - ✓ When rounding or using hour increments, write out the number: *It is about five o'clock.*

Abbreviations:

Official Titles

- ✓ Spell out instead of abbreviating titles preceding names: *King Conan; Magistrate Beorn; Knight Leonidas*

Person's initials: use a space between the letters: *H. L. Mencken*

Upper-case abbreviations generally do not use periods or spaces:

- ✓ Washington DC (no comma)
- ✓ AC
- ✓ HP
- ✓ HD

Lower-case abbreviations generally use periods:

a.k.a. for also known as (no comma after)

a.m., p.m.

e.g., i.e., (e.g., and i.e., are always followed by commas)

et al. (period only after al.)

ca. for circa

Tense:

Consistency of tense makes entries accessible and easy to understand.

The tense should be present tense for the gaming part of it (*You are now walking through a dark tunnel*) but past tense for any background information (*You finally meet the bard, and he tells you of his past. As it turns out, when he was fifteen, an ogre mauled his mother*)

Be conscientious if you must vary the tense.

The table below offers guidelines for verb tense variation:

Tense in Independent Clause	Purpose of Dependent Clause/ Tense in Dependent Clause	Example(s)
Simple Present	To show same-time action, use the present tense.	<i>I am</i> eager to go to the concert because I <i>love</i> the Wallflowers.
	To show earlier action, use past tense.	<i>I know</i> that I <i>made</i> the right choice.
	To show a period of time extending from some point in the past to the present, use the present perfect tense.	They <i>believe</i> that they <i>have elected</i> the right candidate.
	To show action to come, use the future tense.	The President <i>says</i> that he <i>will veto</i> the bill.
Simple Past	To show another completed past action, use the past tense.	<i>I wanted</i> to go home because I <i>missed</i> my parents.
	To show an earlier action, use the past perfect tense.	She <i>knew</i> she <i>had made</i> the right choice.
	To state a general truth, use the present tense.	The Deists <i>believed</i> that the universe <i>is</i> like a giant clock.
Present Perfect or Past Perfect	For any purpose, use the past tense.	She <i>has grown</i> a foot since she <i>turned</i> nine. The crowd <i>had turned</i> nasty before the sheriff <i>returned</i> .

Future	To show action happening at the same time, use the present tense.	I <i>will be</i> so happy if they <i>fix</i> my car today.
	To show an earlier action, use the past tense.	You <i>will</i> surely <i>pass</i> this exam if you <i>studied</i> hard.
	To show future action <i>earlier than</i> the action of the independent clause, use the present perfect tense.	The college <i>will</i> probably <i>close</i> its doors next summer if enrollments <i>have not increased</i> .
Future Perfect	For any purpose, use the present tense or present perfect tense.	Most students <i>will have taken</i> sixty credits by the time they <i>graduate</i> . Most students <i>will have taken</i> sixty credits by the time they <i>have graduated</i> .

Titles:

The following titles are bolded:

Game: **Castles & Crusades**

books: **The Dragon's Tale**

other modules: ...as seen in the previous module, **The Mortality of Green**

plays: **The Pardoner's Play**

journals: **The Journal of Magic**

newspapers: **the Eggeroth Daily**

long, book-length poems: Dante's **Inferno**

long musical compositions: Handel's **Messiah**. (Exception: Names of many instrumental works known by their generic names and often a number are capitalized but not italicized: Bach's Mass in B Minor; Hungarian Rhapsody no. 12; Sonata in E-flat, op. 31, no. 3)

Ship Names: names of ships and other vessels are italicized: the *Titanic*, the *Spirit of Saint Louis*, *Apollo 12*

The following titles are in quotation marks:

✓ songs: "The Devil Went Down to Georgia"

✓ poems (non-book-length poems): "The Love Song of J. Alfred Prufrock"

✓ works of art, such as paintings, sculptures, etc.: "Starry Night," "Hermes"

• Possessives of titles:

✓ When an italicized title is made possessive, the 's should appear in roman font: the *The Journal of Magic's* top prize for spellcasting

✓ Never use an 's after a quoted title: the "Gettysburg Address"'s effect; use instead *the effect of the "Gettysburg Address"*

• Capitalization of titles (headline style):

✓ Capitalize the first and last words of titles and subtitles: *The Editor as Anonymous Assistant*

✓ Capitalize all major words: *A Little Learning Is a Dangerous Thing*

- ✓ Lowercase articles *the*, *a*, and *an*.
- ✓ Lowercase *to* and *as*.
- ✓ Lowercase conjunctions *and*, *but*, *for*, *or*, and *nor*.
- ✓ Lowercase prepositions of all lengths, except when they are emphasized (*A River Runs Through It*), used as adjectives or adverbs (*Turn Down*), used as conjunctions (*Look Before You Leap*), or are part of a Latin expression used as an adjective or adverb (*De Facto*).
- ✓ In hyphenated titles, capitalize the first element and lowercase subsequent elements unless they are proper nouns or adjectives: *Death-defying Feats by Nineteenth-century Tightrope Walkers*; *An All-American Girl: How a Non-English-speaking Immigrant Made Good*

Terminology for Cultural and Other Groups:

- Avoid this phrasing: Their union produced six children. Instead: *They had six children*.
- Gender designation: use *female* instead of “woman” or “women” as an adjective: *She was the first female tavern keeper in all the land*; *She was the first woman to keep a tavern*.
- In naming entries for religious and other groups, use plurals related to the people whenever possible: *Catholics*; *Baptists*; *Jews*

Troll Lord–specific Conventions:

Text is in twelve-point Times New Roman font

Use one space after a period that ends a sentence.

- Section headings of chapters are in 24pt font.
- All other subheadings are in 18 pt font.
- Avoid excessive subheadings
- Stat blocks are laid out as sentences and are italicized completely. No numbers are written out in them.