

# Yoobee house style/rules

## Paragraphs

### Definition

All paragraphs need definition. The most common choice are to use **First line indenting** or **Paragraph spacing**. (never use both in the same paragraph)

Use paragraph definitions consistently. Don't chop and change unnecessarily.

### First line indenting

Applied using paragraph setting, never use Spaces or Tabs to create the indent.

Applied to the every paragraph after the first paragraph following a heading.

#### FIRST PARAGRAPHS

First paragraphs are fundamental to the story and need to "hook" the reader in. If the first paragraph doesn't grab you, then why would you read further? The first paragraph where you are introduced to the tone of the story and sets the stage by introducing the main character(s) and giving information to entice us to continue reading.

Three stories that have strong first paragraphs that draw us in and help us understand the character and story are: "A Sick Call" by Morley Callaghan, "A Bird In The House" by Margaret Laurence, and "One Evening" by David Helwig.

In the first paragraph of "A Sick Call" we are introduced to Father Macdowell, a "huge, old priest" who "was a bit deaf in one ear". We are also told that "nothing seemed to shock or excite him, or make him really angry". Thus, it appears that something later on in the story may test Father Macdowell's fortitude and we are drawn to read on. When we do, we discover why his size and deafness are important.

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### Paragraph spacing

Can be applied to all paragraphs (including headings), as either **space after** (applied after each paragraph) or **space before** (applied before each paragraph). Before and After values are added together when they meet. so a heading with 3mm space after meeting a paragraph with 3mm

space before, will have a 6mm space between them.

Never use a double return to create space, and spacing should never look like a double return.

Avoid floating headings. Headings that appear closer to the text above them than the text they are for.

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#### THIS IS A FLOATING HEADING

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#### THIS HEADING IS BETTER

The space between each of these paragraphs is too big. It appears to be the same width as a double return.

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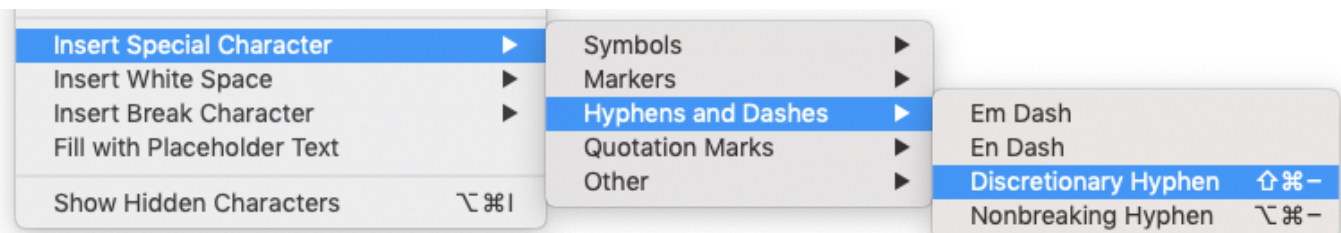
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## Hyphenation

### Left/right aligned text

Use sparingly. Automatic hyphenation should be turned off for all left or right align text.

If necessary discretionary hyphens can be used. Never use a typed hyphen except unless for hyphenated words or names.



### Justified text

Less is better. Automatic hyphenation can be helpful as long as it is set correctly.

- No more than 4 hyphen in a paragraph.
- Never have 2 consecutive hyphens.
- Never onto the list line of a paragraph.
- Never hyphenate across columns.
- Never hyphenate headings, or capitalised names.

## AMERICAN ELK

One of the animals that I have seen shoot, western juniper and sagebrush. This animal really chosen for the first paragraph. It takes advantage of everything is the American Elk. I will talk about this animal and the eating habits of the animal. This animal is a secondary consumer so that means that it eats producers. The elk eats varieties of greens, dried grass, forbs, sand and bark. It eats grasses such as native bluegrasses, rough fescue, Idaho fescue, prairie junegrass, needlegrasses, bluebunch and the primary foods in the summer and spring are slender and thickspike wheatgrasses along with sedges and early forbs. In the summer more forbs and woody browse are consumed by the elk and more dry grasses and browse are consumed in autumn. They do eat a lot but they do prefer grass. Although in the winter the American Elk eats woody vegetation and shrubs like serviceberry, willow, buds of red osier dogwood, antelope bitterbrush, snowberry, mountain mahogany, winterfat, as-

pen shoots, western juniper and sagebrush. This animal really chosen for the first paragraph. It takes advantage of everything is the American Elk. I will talk about this animal and the eating habits of the animal. This animal is a secondary consumer so that means that it eats producers. The elk eats varieties of greens, dried grass, forbs, sand and bark. It eats grasses such as native bluegrasses, rough fescue, Idaho fescue, prairie junegrass, needlegrasses, bluebunch and the primary foods in the summer and spring are slender and thickspike wheatgrasses along with sedges and early forbs. In the summer more forbs and woody browse are consumed by the elk and more dry grasses and browse are consumed in autumn. They do eat a lot but they do prefer grass. Although in the winter the American Elk eats woody vegetation and shrubs like serviceberry, willow, buds of red osier dogwood, antelope bitterbrush, snowberry, mountain mahogany, winterfat, as-

## DOUBLE CRESTED CORMORANT

The next animal that I will talk about is the Double Crested Cormorant. This animal is a bird but it is a tertiary consumer. So that means that it will eat only other animals. Mostly the bird eats fish like: Walleye, Chinook Salmon, Coho Salmon, Lake Trout, Alewife, Gizzard Shad, Yellow Perch, Sculpins, Stickleback and many other fish that live near the surface of Lake Ontario and other bodies of water near the area. They eat the fish that are small (six inches). In a normal day the bird would get their food in shallow water (25 ft) within a few kilometres

The first paragraph contains too many hyphens.

Line 6–7 has two consecutive hyphens.

The last line of the first column is hyphenated in to the next column.

The second heading is hyphenated.

*(Most of the issues highlighted are caused by poor selection of type size, column width and hyphenation settings.)*



A screenshot of a software interface. In the foreground, a dark gray dialog box is open, featuring three buttons: 'OK', 'Cancel', and 'Preview'. The 'Preview' button is selected, indicated by a white checkmark. In the background, a document is visible with text about animal diets. The text mentions 'junegrass, needlegrasses, bluebunch', 'summer and spring are slender and', 'with sedges and early forbs. In the', 'ody browse are consumed by the elk', 'rowse are consumed in autumn. They', 'fer grass. Although in the winter the', 'vegetation and shrubs like serviceberry,', 'wood, antelope bitterbrush, snowber-', 'nterfat, aspen shoots, western juniper', 's really take advantage of everything', 'hat they eat a mixture of grasses, forbs', and 'make sure that they get the proper'.

*(Setting a more appropriate column width.)*

## ARMORANT

I talk about is the Double Crested bird but it is tertiary consumer. So that means that it will eat only other animals. Mostly the bird eats fish like: Walleye, Chinook Salmon, Coho Salmon, Lake Trout, Alewife, Gizzard Shad, Yellow Perch, Sculpins, Stickleback and many other fish that live near the surface of Lake Ontario and other bodies of water near the area. They eat the fish that are small (six inches). In a normal day the bird would get their food in shallow water (25 ft) within a few kilometres away...

**After First \_ Letters / Before Last \_ Letters** Specify the minimum number of characters at the beginning or end of a word that can be broken by a hyphen. For example, by specifying 3 for these values, *aromatic* would be hyphenated as *aro- matic* instead of *ar- omatic* or *aromat- ic*.

**Hyphenation Zone** Specify the amount of white space allowed at the end of a line of unjustified text before hyphenation begins. This option applies only when you're using the Single-line Composer with nonjustified text.

**Hyphenate Capitalised Words** To prevent capitalised words from being hyphenated, deselect this option.

**Hyphenate Last Word** To prevent last words in paragraphs from being hyphenated, deselect this option.

**Hyphenate Across Column** To prevent words from being hyphenated across a column, frame, or page, deselect this option.

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## Rivers

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## Orphans and widows

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## Line Length

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## Dashes

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