

Style changes new to this edition are indicated in red

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Project

Wadsworth: *Television Production Handbook* 9e (Zettl) ISBN: 0-534-64727-8

STYLE SHEET

Based on Webster's Collegiate 11th ed., Chicago Manual of Style 15th ed., Video Basics 4, and Sight Sound Motion 4th ed.

Numbers

- ◆ In general use, spell out one through ninety-nine . . . 100, 1,000, 100,000, 1 million
- ◆ Spell out isolated references: nineteenth-century technology
- ◆ Spell out imprecise and/or isolated references to distance, time, and amounts: about twenty paces; about ten cents per foot; about forty yards; ten to twenty minutes; around twenty dollars
- ◆ Use numerals for equipment settings: set the counter to 0.
- ◆ If a precise measurement, use numerals; note the following examples/exceptions:

0 dB	3½-inch disk	+12 dB	180-degree rule
0 VU	4:2:2 sampling ratio	13V (13 volts)	200 fc (foot-candles)
0's and 1's	4 × 3 aspect ratio (1.33:1); 4	14-gauge cables	250-megabyte Zip disk
0 to +3 VU	units wide by 3 units high	16mm	400 MBps
one-third	4 feet 7 inches	16 × 9 aspect ratio (DHTV)	500W (500 watts)
1/d ²	5kW (5,000 watts)	(1.78:1); 16 units wide by	539½ lines
1:15 ratio	5.55 × 3 aspect ratio (movie)	9 units high	720p/30
¼-inch (a, n)	1.85:1	20-minute tapes	2,000 lux
½-inch tape	7 × 3 aspect ratio	24 fps (frames per second)	1,200-foot roll
1 × 3 lumber	(Panavision) 2.35:1	30 frames	5,600K
2 minutes 40 seconds	6 o'clock position	30-second shot	\$20,000
3-D	8 bits	40:1 contrast ratio	\$20 million
3-by-4-foot Plexiglas	10× zoom ratio	45-degree angle	
3 × 5 cards	10 percent	60 Hz	

- ◆ **Dates and Times:** (1896–1954); ca. 530 B.C.; (A.D. 354–430); the 1960s and 1970s; the midsixties; 7 a.m. to 9:10 p.m.
- ◆ **Miscellaneous:** *f*-stop of 5.6 to 8; *f*/2.8/4 (*f*-stop); ND-1 filter; frames and frame rates are always numeric
- ◆ **Callouts:** In illustration callouts, use numerals for all numbers.

Parts of the Book/Boilerplate

- ◆ pages 2 and 3; chapter 2; part I; figure 1.2A; color plate 5; table 2.1; section 1.2, Section Title, introduces . . . ; the glossary
- ◆ **Figure references** Bold small-caps “hypertext” for primary figure references: **SEE 1.42 AND 1.43; SEE 1.44–1.46; SEE 1.44A AND 1.44B.** Secondary references are lowercase text roman: as shown in figure 1.42a; (see figure 1.22 later in this chapter)
- ◆ **Cross-references:** (*continued*); (see chapter 7); (see Master Control later in this chapter); (For a more thorough discussion of intercom systems, see chapters 19 and 20.)
- ◆ **Key terms:** Bold italic for key terms, all of which appear in the glossary; key-term acronyms are also bold italic, enclosed in roman parentheses: *extreme long shot (ELS)*, *close-up (CU)*. *Exception:* when the parens

are in the *middle* of the bold italic term, set the italic parens: *preview (P/V) monitor, signal-to-noise (S/N) ratio*. The same key term can appear in more than one chapter. An alternate (secondary) key term that does *not* have its own listing in the glossary is regular italic: A *patchboard*, or *patchbay*, is . . . ; technical terms are also italicized on first use in the context in which they're defined.


- ◆ **Numbered and lettered elements:** camera 1 (C1); shot 3; #5 batten outlet; patchcord #5; person A; source A VTR;
- ◆ **Equipment settings:** Italic for equipment settings: *cap* position, *play* button, *C* position, *off* position, *C-2* button *but* camera 2 button, flood position, spot position; dimmer settings of 0 to 10; play mode, record mode; shuttle control, pause control. **Switcher buttons are italic, small caps: *BLK* button, *AUTO TRANS* button.**

- ◆ **Footnotes:** Use bottom-of-the-page footnotes, numbered consecutively in each chapter. *Style:*

1. See Herbert Zettl, *Sight Sound Motion*, 4th ed. (Belmont, Calif.: Thomson Wadsworth, 2005), pp. 182–92.
2. See Stanley R. Alten, *Audio in Media*, 7th ed. (Belmont, Calif.: Thomson Wadsworth, 2005).
3. See Stuart W. Hyde, *Television and Radio Announcing*, 10th ed. (Boston: Houghton Mifflin, 2004).

For subsequent references in the same chapter:

3. See Zettl, *Sight Sound Motion*, pp. 133–37.
4. See Alten, *Audio in Media*, p. 134.

- ◆  The ENG/EFP icon is used at the start of a paragraph or section specific to ENG/EFP, with no indent.

Headings

- ◆ Lowercase all prepositions, articles, conjunctions, and so forth of four and fewer letters: an, plus, the, with *but* Between, Through, Versus, Without. Initial-cap the preposition if it's part of the verb: Dealing With
- ◆ Level-1 and -2 heads are book style (u/lc); level-3 heads get an initial cap only.
- ◆ **Compound capping:** Capitalize only the first element unless the subsequent element is a proper noun or adjective: Air-conditioning; *f*-stop; Auto-focus; Fine-tuning; Foot-candles; Long-distance; Low-key; Open-faced; 30-degree Rule, Voice-over, Walk-through, Z-axis

Misc. Style

- ◆ Use the serial comma: lions, tigers, and bears.
- ◆ In general, introductory phrases with four or more words take a comma. Exceptions: *As a result*; *In general*; *Historically*, (and all *ly* adverbs)
- ◆ **The first word after a colon is lowercase unless it is a proper name. If the colon introduces a “rule of thumb,” a process message, two or more sentences, speech or dialogue, or an extract, it is capitalized.**
- ◆ Italic for word as word, film titles, television show titles, general emphasis, and “rules of thumb.”
- ◆ Bulleted lists have an initial cap and take no end punctuation unless one of the elements is a complete sentence.
- ◆ Alternatives and/or opposition is indicated with a solidus (slash), not a hyphen: *figure/ground, time/space continuum, on/off*
- ◆ Trademark bugs (™ and ®) are not used in running text.
- ◆ **Acronyms/Abbreviations:** Acronyms and abbreviations are defined in context on first mention in any given chapter and again in the main points section. They can also be defined in the chapter outline. Never in heads. Avoid beginning a sentence with an acronym/abbreviation.
- ◆ **Punctuation:** Commas, periods, colons, and semicolons following italic words are set italic also. Bold lead-ins are followed by bold punctuation. Bold italic key terms are followed by regular italic punctuation. All other punctuation sets roman regular.
- ◆ **Etymology and pronunciation:** *chrominance* (from *chroma*, Greek for “color”); Fresnel (pronounced “fra-nel”)

Word List

(a) adjective (adv) adverb (n) noun (pa) predicate adjective (pl) plural (v) verb

AB-roll editing	CCD (charge-coupled device)	digital audiotape (DAT)
AB rolling	CCU	digital Betacam
adapter	CD-R	Digital-S
adviser	CD-ROM	digital subscriber line (DSL)
African American (a, n)	CD-RW	digital vidiodisc (DVD)
airtime	CPU	disc [audio, laser, optical, video]
analog recording system	C.G. operator	disk [computer]
anti-aliasing	C.G.s	disk-based system
A-roll <i>but</i> A and B rolls (n)	chroma key[ing] (n)	dolly-in (n)
A- and B-roll (a)	chroma-key (a, v)	dolly in (v)
aspect ratio (a, n)	chroma-key backdrop	doorframe
A-team	city hall	do's and don'ts
audience participation (a, n)	clip light	dot matrix printer
audiocassette	clock time (a, n)	downlink
audio-out [jack]	close-up [CU] (a, n)	dry-run (v)
audio-recording (a)	clothespin	DSL (digital subscriber line)
audiotape	co-anchor	DTV [digital television]
audio/video	coaxial cable; coax	DVCAM
audiovisual	color-bar (a)	DVD-RW
auto-focus	color differential signals	DVCPRO system
auto-iris	color media (a, n)	dual-redundancy
auto key tracking effects	color temperature (a, n) <i>but</i> high-color- temperature (a)	dub (n, v)
back light (n)	communication system(s)	edit controller
back-light (a, v)	compact-disc (a)	edit-in point
backplate	Companion Web Site	edit master tape
barn doors	computer-assisted (a, pa)	EDL
baselight	computer-controlled (a, pa)	effect-to-cause model
basic lighting triangle, the	computer-driven (a, pa)	EFP [electronic field production]
beanbag	condenser-like	electrical signal/outlet
Betacam SP / Betacam SX	continuity-editing (a)	electric charge/current/energy/ power/shock
Beyer M600	control room (a, n)	electronic still store (ESS) system
big-remote (a)	control track (a, n)	e-mail
big remote (n)	copy-bed	ENG [electronic news gathering]
bit stream	counterweight (a, n)	extendable
black-and-white	crewmembers	external reflector spot— <i>change to</i> open-face spot
<i>BLK</i> button	cross brace (n)	extreme long shot [ELS, XLS]
boom mic (a, n)	crossover (n)	eye level (n)
boom-up/-down (v)	cross-shot (n)	eyepiece
breakup (n)	cross shoot (v)	fade-in (n)
buildup (n)	cueing (v)	fade in (v)
built-in (a, pa)	cutaway	fade-out (n)
bulb-reflector unit— <i>change to</i> lamp-reflector unit	cutout (a, n)	fade out (v)
bus A	cuts-only	falloff
buses (pl)	D-2-quality (a)	fast-forward (a, n)
bust shot	data (pl)	fax machine
<i>C-1</i> button <i>but</i> camera 1 button	database	<i>f-stop</i>
café	data flow	fiber-optic cable
camera chain (a, n)	data stream	field lighting instruments
camera/lens/teleprompter assembly	DAT recorder	field production kit
cameraperson	de-emphasize	figure/ground not figure-ground
cardioid	dialogue <i>not</i> dialog	filename
catalog	diaphragm-voice coil element	fill-light (a, v)
cathode ray tube (CRT)	dichroic filter	film-style (a, pa)
C signal	diffusion tent/filter	

- FireWire (IEEE 1394)
 fishpole
 flat-lighting (a, v)
 floodlight
 floor persons
 floor plan/stand
 flowchart
 focal-length (a)
 foam core
foldout screen
 foot-candle
 frame-accurate (a, pa)
 freelance (a)
 freeze-frame (n)
 Fresnel
 gaffer's tape
 grayscale
 -generated (a, pa)
 geometric (a)
 graphical (a) *in general*
 graphic (n)
 handheld/handhold
 hard-copy (a)
 hard copy (n)
 hard disk (a, n)
 hard-drive (a)
 hardwired
 hardwall cyc
 HDTV [high-definition television]
 headroom
 heart-shaped (a, pa)
 high-color-temperature (a)
 high-definition (a, pa)
 high-energy (a, n, pa)
 hi-fi (a)
 high-fidelity (a, pa)
 high impedance (pa)
 high-key (a, pa)
 high-school (a)
 high-quality (a, pa)
 Hi8 system
 HMI
 home video recording
 horizon line
 house light
 hundredeighty (n)
 I-F (internal focus) lens
 I.F.B. [interruptible foldback]
 i-link
 image file
 inkjet printer
 in-point
 ISDN (integrated services digital network)
 insert-edit (v)
 instant-replay (a)
integrated services digital network (ISDN)
 interlaced scanning (a, n)
- in-time
 iron-oxide (a)
 I/O [in-and-out]
 jib arm (a, pa)
 Joint Photographic Experts Group (JPEG)
Kelvin
Note: the degree symbol (°) is no longer used: 5,600K not 5,600°K
 key/fill combination
 key-light (a, v)
 kicker light
 knee shot
 lamp-reflector unit *not* bulb-reflector unit
 laserdisc
 lavalier [lav]
 LD [lighting director]
 leadroom
 lens-generated (a, pa)
 lifestyle
 lightbox
 light-blue (a)
 light cable/level/stand/plot
 light color wheel
 light/dark extremes
 light-diffusing (a)
 lighting bridge/grid/instrument/pole/supports/kit
 light meter (a, n)
 light sensitive (pa)
 light stand
 linear editing system
 line-in
 line-level strength
 line of sight (n)
 line-out
 lip-sync (n, v)
 live-on-tape
 living room (a, n)
 locking-in
 Lowel Omni light
 low-energy (a, n, pa)
 low-lighting (a)
 low-light conditions
 low-color-temperature (a)
 low-key (a, pa)
 low light levels
 lux
 makeup
 matte key (a, n)
 menu-driven (a, n)
 metal-particle tape
 mic [microphone] (a, n)
 mic-level (a)
 mike (v)
 miked (pa)
 middleground
 midrange (a, n)
- mini-cassette [DV system]
 mini disc
 MiniDV
 mini-DVD
 mini-link (n)
 mini-plug (a)
 mini plug (n)
 mini-screen
 mix mode
 mosaic-like
 motion-JPEG
 motion picture (a, n)
 motion picture-quality (a)
 motor-driven (a, pa)
 movielike
Moving Picture Experts Group (*not* Motion Pictures Experts Group)
 MPEG-2
multiananything but multi-terabyte
 multiple-microphone interference
 multiple-triangle lighting
 Mylar
 narrow-angle (a, pa)
 narrow angle (n)
 National Television System Committee (NTSC)
 neutral density (a)
 neutral density (ND) filter
 newscast
 news-gathering (a)
 newspeople
 newsroom
 news set
 non-drop frame mode
 nonnetwork
 non-tape-based (a)
 normaled
 NTSC composite
 OK
 off-center (a, pa)
 off-line
 Omni light
 on-camera (a, pa, adv)
 onetime (a)
 online [Internet]
 on-line [vs. off-line editing]
 on-location (a)
 on location (adv)
 on/off switches
 on-screen
 on-site
on-stage
 on-the-air (a)
 on the air (adv)
 organizational chart
 -oriented (a, pa)
 open-face (a)
 open-face spot *not* external reflector spot

- open-faced (pa)
 optimal (a)
 optimum (n)
 out-of-aspect-ratio (a)
 out-point
 over-the-shoulder shot
 PA [production assistant]
 P.A. [public address] system
 pan-and-tilt mechanism
 but pan and tilt drag
 [pan drag and tilt drag]
 patchbay/patch panel (a, n) [audio]
 patchboard/patchbay [lighting]
patch cord
 patch panel programmer
 periaktos [-toi (pl)]
 playback (n)
 play back (v)
 playlist
 Plexiglas™
 posterboard
 postshow
 -powered (a, pa)
pre-editing
 preview/preset bus
 process message (a, n)
 producer-director
 progressive scanning (a, n)
 properties (n)
 property (a)
 property manager
 public address system
 pulse-count (a, n)
 pushbutton (a, n)
 quality-controlled (a, v)
 quartz-halogen lamp
 quartz-iodine light bulb
 rack focus (a, n, v)
 RCU [remote control unit]
 read-out
 read/write optical disc
 re-aim
 recorder/player
 recordkeeping
 record/playback heads
 record/play speed
 record-protect (a)
 record-protect tab [on cassette]
 record-protected (pa)
 re-create [to create again]
 reflected-light (a)
 reflector/diffuser (n)
 remote-controlled (a, v)
- RGB light
robotic camera
robotic pedestal
 rough-cut (n, v)
 run-through
 safe title area
 screen-center
 script writing
 SD [superdensity]
 semiflood position
 servo-zoom
 set light
 setup
 shot-by-shot
 slant-track (n)
 slide fader (n)
 slow-falloff (a)
 SMPTE time code
 softlight
 softwall cyc
 solid-state
 sound-effect (a)
 soundfield
 sound pickup (a, n)
 sound track
 special-effects (a)
 sporting event
 spot-check
 spotlight
 stand-up (a)
 Steadicam JR
 step-by-step
 stop-down (a)
 stop down (n)
 studio light
subjective-time (a)
surround-sound (a)
surround sound (n)
 S-VHS
 S-video
 switchover
 TBC [time base corrector]
 takeup (n)
 talkback
 TD [technical director]
 three-dimensional [3D]
 three-pronged plug
 three-prong receptacle
 three-shot
 time code (a, n)
 time line
 tongue (v)
 Tota light
- transformer-like
tune in to (not into)
 two-shot
 unidirectional
 uplink
 venetian blinds
 videocassette
 videodisc
 video-editing (a)
 video-out [jack]
 videotape editing system
 video-recording (a)
 videotape recording system
 video storage (a, pa)
 V-light
 VTR [videotape recorder]
 VO [video operator]
 voice-over
 VU [volume-unit] meter
 weathercaster
 weather map
 whiteboard
 wide-angle (a, pa)
 wide angle (n)
 wire-mesh (a)
 white-balance (a, v)
 white balance (n)
 white-balanced (pa)
 white-balancing
 width-to-height aspect ratio
 window dub (n)
 window-dub (v)
wind jammer
 windscreen
windsock
 workprint
 workspace
 wrap-up
 x-axis
 XLR
 X-ray
 Y/color differential component
 Y/C component
 Y signal
 z-axis
 zero-size
zero-time (a)
Zettl's VideoLab 3.0, Editing module
 Zip disk (Iomega)
 zoom-in (n)
 zoom in (v)
ZVL 3.0