

# **Gimo Games Style Guide**

**A resource for document formatting**

Gimo Games  
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## Introduction

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Gimo Games is a young company with relatively few team members. This style guide aims to standardize writing and document formatting for everyone on the team. Even with only a handful of people contributing to documents within and without Gimo Games, there can be a large disparity in formatting, consistency, and accuracy. This style guide addresses those issues, and establishes the company voice.

It is important that any documents that find their way out of Gimo Games have the same voice. This unity of voice will contribute to the team's image of a unified group of talented individuals who strive to create quality products. This style guide will help us achieve professionalism and competency in writing.

Gimo Games' publications and documents rely heavily on two sources: The Chicago Manual of Style 16th Edition (CMS) and Merriam-Webster.com. This style guide follows many of the guidelines found in The Chicago Manual of Style and defers to Dictionary.com in matters of spelling and hyphenation. If there is any dispute about the rules in this style guide, or a rule is not present, refer to the aforementioned sources.

Please note that revisions and additions of this style guide will be frequent. As new needs arise within Gimo Games, they will be addressed in new versions.

## Grammar and usage

### 1.1 Compound adjectives

Also known as compound modifiers, these are words joined by one or more hyphens that describe a person, place, thing, or idea. Use when describing a noun or pronoun, but need more than a single descriptive word.

>> The half-baked cookie wasn't very good.

### 1.2 Compound nouns

These are nouns made up of more than one word. Typically, the two words are combined into one, with either no space between them or a hyphen. However, some compound nouns do include a space and look like two separate words.

>> The water tank broke and flooded the bedroom.

### 1.3 Proper nouns

Proper nouns call attention to specific things, such as a title or a city. No other nouns should be capitalized, unless the author intends to call special attention to them.

>> The Loch Ness Monster is rumored to live in Scotland.

### 1.4 Parallel structure

Parallel structure within a document means that style, organization, and other aspects of the document are consistent throughout. For example, this document is broken into sections about different topics. Each section has a heading, followed by descriptive text. This pattern is parallel structure in action.

### 1.5 Dialect(s)

Because of the unique nature of the documents this company prepares, they also should adhere to the guidelines found in the CMS as to any dialects used. Otherwise, the readability of the documents will decrease and they won't be as clear. Also, following such guidelines may preserve the dialects used while making them clearer.

## Grammar and usage, continued...

### 1.6 Subject-verb agreement

Subject-verb agreement means that verbs take the right form compared to the preceding noun. This makes the documents simpler easier to read, as subject-verb issues are very jarring.

>> Correct: The trains run on schedule.

>> Incorrect: The trains runs on schedule.

## Punctuation

### 2.1 Semicolons

Semicolons separate independent clauses (complete sentences), and clarify long sentences. Ideally, semicolons should be used only once per page. They only work when the phrases on either side of the semicolon can stand alone and make sense. Sometimes, they are also used before conjunctions.

>> I failed to turn up for the exam; a foolish mistake.

### 2.2 Commas

Commas are used to break up sentences and create lists. Do not use commas excessively. Doing so will slow down and possibly confuse readers. Always use the serial comma. The serial comma appears before the conjunction in a series of three or more items. The conjunction should join the last two items of the series.

>> When walking in Oz, Dorothy was afraid of lions, tigers, and bears.

### 2.3 Hyphens, en dashes, and em dashes

Hyphens are used to create compound words and to separate numbers, such as phone numbers or dates. Additionally, if a word is spelled out letter by letter, use hyphens. However, do not use hyphens to indicate the word "to" in a range or to indicate an abrupt break in thought. The first calls for an en dash and the second, an em dash.

>> Hyphen: My phone number is not 801-731-0000.

>> En Dash: I believe we need about 6 – 8 cups of flour.

>> Em Dash: You really have done a good job—but you could have done better.

## Punctuation, continued...

### 2.4 Apostrophes

Apostrophes indicate possession or shorten words into contractions. Avoid slang uses of contractions, such as ain't, unless appropriate for dialogue. Refer to the CMS if you're unsure how to form possessives. However, generally, plural nouns have the apostrophe after the s, and singular nouns have it before the s.

>> My brother's apartment is downtown.

## Spelling

### 3.1 Commonly misspelled and confused words

Below, you'll find a list of the most commonly misspelled words and a description of why the misspelling is an issue.

>> **They're, their, and there.**

*They're* means they are, *their* is used possessively, and *there* indicates location.

>> **You're and your.**

*You're* means you are and *your* indicates possessiveness.

>> **It's and its.**

*It's* refers to it is and *its* shows possessiveness.

>> **All ready, already.**

*All ready* refers to a degree of preparation and *already* refers to time.

>> **Compliment, complement.**

*Compliment* refers to a pleasant remark about something and *complement* means to enhance.

>> **Ensure, insure.**

*Ensure* means to make sure something happens and *insure* means to cover by insurance.

>> **Principle, principal.**

A *principle* is an ethic or virtue and a *principal* is a role.

>> **Strait, straight.**

A *strait* is a narrow body of water and *straight* describes an object's layout.

>> **Are, our.**

*Are* is a verb and *our* is a possessive pronoun.

## Sentence structure

### 4.1 Dependent clause

A dependent clause is a group of words that can't sensibly stand alone. Without another set of words, it doesn't make sense. In the following example, "will feel tired" is a dependent clause.

>> I am staying up late, and will feel tired.

### 4.2 Independent clause

An independent clause is a group of words that can stand alone, having both a subject and a predicate. It does not require another set of words to make sense. In the following example, "I occasionally took breaks to maintain my steady pace" is an independent clause.

>> While training, I occasionally took breaks to maintain my steady pace.

### 4.3 Sentence fragment

A sentence fragment is a sentence that lacks a subject, a predicate, or both.

>> Games are fun for many reasons. Such as flashy explosions.

## Names and terms

### 5.1 Place names

When talking of fictional places, determine whether the particular place holds significance within the story. If it is a general, common, sort of place, then no capitalization or other emphasis is needed. If it is an important place, such as a capital city, then it should be capitalized. This applies to information and story documents.

>> Although fictional, Atlantis, should be capitalized because it is special.

### 5.2 Characters

Because video games generally refer to main characters as people, we recommend treating these as proper nouns. However, not all characters are main characters, and for more generic characters (such as fictitious creatures, perhaps) we would recommend treating them as common nouns.

>> A main character, like Retah, should be capitalized.

## Geographical terms

### 6.1 Real-world locations

Depending on the type of real world location, rules will vary. If the place is significant, such as a capital, it needs to be capitalized and, if the author wishes, otherwise emphasized. That is the only time any emphasis is needed for these places.

>> The author referred to **Hong Kong**, China in his document.

### 6.2 Game locations

To maintain consistent formatting throughout documents, we recommend that game locations be capitalized according to the same rules applied to real-world locations, characters, etc. The documents will appear more aesthetically pleasing this way.

## Numbers

### 7.1 Dates

Since most documents will remain unpublished, dates spell out the month and use a numeral for the day and year.

>> My birthday is July 26, 1989.

### 7.2 Large numbers

Numbers one through nine are spelled out. Numbers greater than nine use numerals. For large numbers, this rule still applies. Whole numbers are spelled out. For example, two-hundred thousand is spelled out completely. But 147.510 is not a whole number, and should not be spelled out. Even with larger numbers, spell out one through ninety-nine followed by million, billion, etc. If the first sequence of numbers is greater than ninety-nine, then numerals are used, such as : 220 million.

>> I have **nine** cats, **210 million** frogs, and **one billion** dogs.



## Document types

### 8.1 Naming documents

All documents should have a title that reflects their contents, including a parenthetical statement signifying the document's role (informational, mechanical, story, or planning).

>> Characters (informational) – 11/21/11

>> Monster names (mechanical) – 11/23/11

>> Quests (story) – 11/19/11

>> Task list (planning) – 11/15/11

**Note:** When documents are revised, update their titles with the date of the revision.

### 8.2 Informational documents

These documents serve as knowledge repositories. Everyone should contribute to them so that we all benefit. Information contained in these documents can be about the game, but not contained within it.

### 8.3 Game mechanics documents

Mechanical documents detail how the various aspects of the game function. They can also indicate information that appears in the game itself. For example, the Bestiary and Monster moves documents.

### 8.4 Game story documents

There are three story documents: Quests, Plot, and Dialogue. Each has its own purpose, discussed in detail below. Everything related to the game's story and story telling is contained within the story documents - including how each part is incorporated into the game's mechanics.

### 8.5 Planning documents

The Task list and Art documents are the primary planning documents. Others exist, but aren't meant for long-term use. These documents coordinate our efforts so that we don't duplicate work and can track progress on the project.

Game mechanics documents

9.1 Bestiary

9.1a General


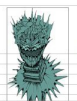
The Bestiary is a table with all of the Monsters in Monster Guru. Every Monster has different statistics, images, types, notes, and capture options. With so many details, this document can quickly become overwhelming if we stray from established guidelines. No one should add more columns to the document, unless the team as a whole decides it's necessary.

Only change monster stats or add new monsters when the team has reviewed and approved changes. The stats for the Monsters in this document form the basis for gameplay in Monster Guru. Changing the numbers in this table can easily unbalance gameplay.

Text within the document should contain complete sentences and follow the rules of grammar laid out in this style guide, The Chicago Manual of Style, and Dictionary.com.

9.1b Formatting

These are the only columns that should appear in the bestiary: Picture, Path File Name, Name, Type, hp, mp, atk, def, magatk, magdef, Speed, Capture Condition, Capture Notes, and Stats Notes. The columns should appear in this order. Notice that all column titles are capitalized except for the abbreviations, e.g. hp.

Picture	Path File Name	Names	Type (blue, red, green, yellow)	hp	mp	atk	def	magatk	magdef	Speed	Captures	Capture Notes / reasoning	Stats Notes / reasoning
	creature001	Phrynos Auriga Lyssa Mayall Aquil (piprote)	blue	50	25	15	15	15	15		I think this should be the beginning monster	not threatening plus kind of reminds me of midna from twilight princess	I think the beginning creature should be somewhat balanced
	creature002	Pao (Spanish for Turkey) (piprote) Bade Hoag Bode Greco (piprote)	blue (could be green)	40	15	25	10	15	10		make him feel intimidating (if you run from 3 the next battle, capture will be an option)	<-possible? if not could just use a lower level MonCu maybe multiple times idk just ideas	atk heavy, def low, low mp since atk hit so hard

Column titles should be center justified and placed in the middle of the box. The titles should be colored a light gray and the background black. These colors highlight the column titles, making it easy to determine which stat you're looking at.

All text within the document should be twelve-point Times New Roman.

# Document Type Guidelines

# Game mechanics documents

## 9.2 Monster Moves

Every column in the Monster Moves table is a different move type. The rows of the table are the various Monster moves that fall under the type categories. Moves that are not yet assigned a type are placed to the right of the table. For further formatting reference, refer to the image below.

[illegible]

While this table may seem cluttered with information at first, its purpose is to organize the different Monster moves in Monster Guru into a coherent and logical format.

## Story documents

## 10.1 Quests

Quests must be documented in a particular format. Each chapter is broken up by a heading that contains the title of the chapter. Within each of these chapters, every quest is given: a number, name, quests unlocked on completion, a description of the quest, bullets for events required to finish, and a list of other awards given (items, creatures, etc.) or effects that happen (disable an event).

000 - [quest\_name]

Unlock: (001)

*Description of what happens in the quest.*

- Required\_event
- Award: [thing\_to\_award]
- Effect: [thing to happen]

## Story documents, continued...

If a numbered list is used for the events, then those events must be completed sequentially to finish the quest. Nothing more complicated than either an unordered list or ordered list can be done in the scope of our game.

To do something more complicated, we must work within the constraints of this system. For example: a "this or that" type mission, have quest A disable either quest B or C on completion.

### 003 (disables 002) – Monster Mash

Unlock: 004

- Defeat 10 Monsters close to Bunkum  
(get: monies)

Dialogue:

Ramses: "Don't you listen to Coth. He always looks out for himself and doesn't care about others. Who cares about garbage, when feral Monsters are killing people!? For shame, I don't think that man has a conscience at all. Well, perhaps you are more kind-hearted. Could you help out Bunkum and fend off some of these Monsters?"

Complete:

Ramses: "Oh wonderful! You've killed enough of them that others will be nervous about coming around Bunkum again. Just a month ago we never saw any feral Monsters around here. I don't know what's become of this place, but thank you for your efforts."

Remember, it is imperative that if a quest disables another quest, then that information is prominently displayed in the quest title.

## 10.2 Plot

The plot document should be formatted in a similar manner as the quests document. Each section of the document should have a title that tells readers what the section contains. There are two primary types of sections: scene and quest. Between these two types of sections, the plot document lays out the progression of in-game events.

As depicted in the image below, scene sections should be titled in the following manner: Scene 000. The number is determined by sequential order. The title for a scene should be highlighted in orange for easy reference. Each scene section should have a short description, followed by requirements for the scene, such as art, music, or SFX. Depending on the scene, there might be a description followed by requirements, then another description followed by requirements, and so on until the scene is complete. Requirements should be bold face and followed by a colon.

## Story documents, continued...

### Scene 001

Sen starts on the hill outside the tower in town style

**art:** A small area image with on a hill.

**music:** grassy knoll theme

There is a journal laying on the ground. You press it to add to your inventory, journal fades from scene

**art:** Journal icon

**programming:** Journal entry added notification

**SFX:** journal notification sound effect

Player opens journal menu to read final entry:

"The doctors told my mother that I'm getting worse...it scares me. What's wrong? They don't know.." - *could be changed to give less story at the beginning*

Player can exit grassy knoll to world map.

Quest sections are formatted in a different manner than scene sections. First and foremost, the section title is highlighted in green. The first item of information should be location, followed by a colon. Then come interaction and dialogue, also followed by a colon. **Quest sections must have a completion requirement.** A bulleted list of needs for quest development follows the completion requirement.

### Quest 001 - Shopping

Location: Forest Tower

Interaction: Mother

**Dialogue:** "Sen, would you mind running to the store and getting some vegetables for me, you remember how to get there right?"

**Completion:** Player must travel to Bone area on map, purchase vegetables

- **Writing:** Dialogue needed with store owner
- **Art:** vegetables icon needed
- **Dialogue:** "Sen's mother thanking her and giving her a reward"
- **Get:** Potion

## Story documents, continued...

### 10.3 Dialogue

Dialogue found in the storyline and quests documents should follow common dialogue rules. In the case of a specific character's dialogue, state the character's name, followed by a colon. After the colon, insert the dialogue text, with quotation marks at the beginning and the end (punctuation at the end of a sentence is placed inside the quotation marks). Capitalize the first word after the colon. Refer to the image below for an example of dialogue.

If the dialogue is longer than one paragraph, then there is a special rule for quotation marks. Every paragraph of dialogue must begin with a quotation mark. However, the only ending quotation mark should be placed at the end of the final paragraph.

#### 004 – Damsel in Distress

Unlock: 005

- Find Retah  
(get: )

Dialogue:

Ramses: "I have a request, if you will. You see, my niece has gone missing. Well, she's really my step-mother's daughter's daughter, but I've always thought well of her. If you could find her it would really relieve me, not to mention her mother."

Daeden: "What are you doing here, and who are you?" ... "Hmm, I see. Ramses sent you out here. Well, Retah is a lieutenant in the Red Claws and I am Daeden, the Red Claws general. I was searching for her too. Say, the Red Claws are looking for new recruits. You should join us. I'm sure with your skill, you could help us find Retah. But first, I need to know if you can handle being a Red Claw."

Complete:

Ramses: "Gone, you say? Her guards slain? Oh, that's terrible! At least she wasn't among the dead. I do hope she's doing OK."

## Planning documents

### 11.1 Task List

The task list indicates progress on the Monster Guru project. The table is divided into many different categories. Each task is broken up into task parts. As task parts are completed, they should be highlighted green and the completion text (DONE) entered into the Expected Completion column.



## Planning documents, continued...

If possible, keep track of the actual amount of time required to complete each task part. Record this information in the Actual Time column. The Expected Time column is measured in hours and tells the reader how long completion for a particular task part is likely to take. Refer to the example below for more information.

Task				
Task		Expected Time (hours)	Expected Completion	Actual Time
<b>Set up all scenes</b>			DONE	
	Create Battle Scene		DONE	
	Create Creature Info Scene		DONE	
	Create Quests Scene		DONE	
	Create Town Scene		DONE	
	Create Creature swap scene (battles)		DONE	
	Create Use Item scene (battles)		DONE	
	Make sure all scenes transition to each other properly		DONE	
	Line up all buttons on screen		DONE	
	Force all Scenes to be sideways		DONE	
<b>Trigger Battles</b>				
	Make battles start after walking a certain distance		DONE	
	Make that distance traveled random		DONE	
	Toggle Push notification for when app is idle		DONE	
	- Get the push notification to work the desired frequency, only once, and when opened go to battle (not crash)	5		
<b>Battles</b>				
	Load up actual creature data for the battle	4		
	Make it so creature attack list actually shows the creatures attacks	1		
	Make the attack actually do damage to the enemy (use the stats and formulas) (change it in the database too)	8		
	Detect when a creature dies	2		
	On creature death either go to victory, loss, or creature selection screen	7		
	Implement creature selection screen (similar to creature screen in main, but reduced functionality. Will probably use same scene).	8		
	Implement item use screen ("").	8		
	Correctly load run percentages for enemy, and have the run chance work correctly	1		
	Implement the captureFunc parser, and check periodically during battle if those conditions are met	10		
	Gain experience and items at end of level (pop up some kind of smaller menu that shows that, keep it simple)	8		

## 11.2 Art

The art in Monster Guru is a precious resource and the time of the artist is even more precious. As a result, the art table presents the various pieces of art that Monster Guru needs, so that the artist's time is spent on relevant work.

The table should consist of three columns (Art, Description, and Dimensions), and as many rows as are necessary. Each new row represents a different piece of art. The art table is color coded to represent the current state of art pieces. Color coding should only be updated by the artist.

# Document Type Guidelines

## Planning documents, continued...

The key contained within the art table lays out the meaning of the color coding. Yellow indicates that the art piece is still needed. Light blue indicates that the art piece is finished. Green shows that the art piece is in the game and ready to go. Red tells you that there is a problem, a question, or some unresolved issue that needs to be taken care of before the art piece can be used in Monster Guru.

### Art (Needed/Specifications) ☆

File Edit View Insert Format Data Tools Help Last edit was made 39 days ago by munro.evan

fx   Key			
	A	B	C
1		This document lists all the art we notice we need still in the game. Anyone can add to it, Evan can mark it as complete as he has those pieces finished. Everyone put any feedback they think of in here as we go.	This will be the "large" size for retina display. As these are given to me, I would like to also get the "half" version so that it can be for both retina and older devices. For the file names just put "AwesomeArt.png" and "AwesomeArt_half.png" together when you submit them.
2	Needed		
3	Finished		
4	In Game		
5	Problem/Question/Other		
6			
7	Art	Description	Dimensions
8	Loading Screen	Can be just a logo of Gimo Games surrounded by black. Talk with Chris for what he wants this to be. Can make it as awesome as you would like. I imagine something simple like the chrono looking one you did. Leave room for some buttons for Play, Options, whatever else we put.	960 X 640
9	Main Menu Screen	If you want buttons on the front UI, we need those. If you want just text in a font, don't worry about it.	960 X 640
10	Main Menu Buttons?		Whatever fits the above screen art.
11	Main Gameplay UI Frame	This will be next to the map during gameplay. It can be just around 80 pixels wide with some simple buttons to lead to other menus. We won't be able to have menus sliding on top of the map view, so the menu will have to stay open all the time for now. If we can minimize the menu, it would work.	80ish X 640
12	Main Gameplay UI Buttons	These we probably don't want to be just text on an awesome menu. This is the part that needs further design. We will need things like toggles for snapping the view of the screen, toggling the map overlay, toggling the vibrate on battle feature, menu buttons for opening up quests book (book of life probably), etc.	Whatever fits the above frame. (about 64 x 64)
13		This is the icon used all over the place. It needs a ton of different dimensions, so just make the largest and scale it down for the other ones. Make it square, and know that apple rounds the corners of it automatically (see <a href="http://developer.apple.com/library/ios/#documentation">http://developer.apple.com/library/ios/#documentation</a> Apple also automatically adds that glossy curve to it, but if you have something cooler on their we can turn the glossy curve off that they add. The curved	