

Necromancer Games Style Guidelines

Here are a number of specific formatting guides for **Necromancer Games**' authors.

Note: More recent changes are highlighted in yellow so veterans can more easily see the most recent changes.

I. The Basics

1. Product Names: Necromancer Games product names are always bolded and italicized. For example, it is *The Tomb of Abysthor* or *R1: Rappan Athuk—The Upper Levels*.

2. Company Names: Company names are bolded, but not italicized. For example, **Sword and Sorcery Studio** or **Necromancer Games**.

3. Names of *Dungeon & Dragons* Core Rule Books: The names of the core rule books are referred to as *Player's Handbook*, *DMG* and *MM*, *Psionics Handbook*, and *Epic Level Handbook* (or *ELH*).

They are NEVER bold but are italicized.

NEVER ABBREVIATE THE *PSIONICS HANDBOOK*.

Note: this is different from White Wolf's "core rulebook III" convention. The only exception is if you use a monster from the Tome of Horrors. If you do, add "see the *Tome of Horrors* by **Necromancer Games**."

Also note, you CANNOT use any other material from any other D&D book without WotC's permission. Only use what is in the SRD. Remember, it is better to use the SRD than refer to your *PHB*, *DMG*, or *MM* while writing. Not everything included in those books is in the SRD.

4. Page Numbers in Rulebooks: Always list the chapter or section that contains the reference. *Never list a page number*. Use the same approach whether referencing the *Player's Handbook*, the *DMG*, the *MM*, the *Psionics Handbook*, the *ELH*, or any **Sword & Sorcery** or **Necromancer Games** book.

List any reference to another book of the *same game line* as:

Book Title, Chapter #: Chapter Title, "Section," *Subsection*

(see **Warcraft RPG**, Chapter Two, "Night Elves," *Night Elf Racial Traits*)

Or:

See *Subsection* under "Section" in Chapter Title of **Book Title**

(see "Night Elves" in Chapter Two of the **Warcraft RPG**)

List any reference to one of the core three *D&D* books or to a non-licensed S&S book *not* of the same game line as:

Book Title (or Abbreviation), Chapter #, "Section," *Subsection*

(see *DMG*, Chapter 4, "NPC Classes," *Expert*)

Or:

See *Subsection* under “Section” in Chapter # of *Book Title (or Abbreviation)*

(see *Expert* under “NPC Classes” in Chapter 4 of the *DMG*)

Capitalize the chapter and the name of the section and subsection referred to. If numbered, use the number. If a cross-reference refers to a section as a whole and not a specific subsection, do not include a subsection. (The same holds true when referencing an entire chapter, rather than a section within a chapter.)

These are the only two valid ways to make a reference.

5. Referring to an Area: When referring to another section of the dungeon use the following guides: Mention the level if the room you are referencing is on a different level. If on the same level, simply use the room number. However, always use the full room number. For example, if on Level 10A, you might make the following references:

The umber hulks reside in Area 10A-7, though they frequently visit the large cave on Level 3, Area 3-2.

6. Tracking Open Game Content: If you use any Open Game Content from a source other than the SRD (such as other companies or other **Necro** products) you **MUST** keep a separate file documenting what you use and where it comes from. You must also get permission from the creator of the content to use the content. This file should be called “OGC” (see file naming, below).

II. Document Formatting and Saving

7. Font and Paragraph Format Settings: If you use Microsoft Word (or even if you don't) please come as close to these settings as possible. Font should be 12 point Times New Roman. In the [format] [paragraph] window the settings should read 0” for indentation, 0” spacing before and 6” spacing after and line spacing should be single. Justification should be left justified, not full justified.

8. Format Codes: Here are the format codes you have to use, as are provided in the template files.

<chapter> Indicates the following text should be formatted as a chapter heading. Each dungeon level should be a chapter. The introduction should be a chapter. And chapters should be saved as separate files (see file naming, below).

<1> Indicates the largest non-chapter heading text. This is what you should use for main sections within a chapter, such as

“<1>DM Notes” or “<1>Background.” These are the biggies.

<2> Indicates the next largest. This is what you should use for you normal dungeon room. This is also the setting to use for the headline of any side box text.

<3> Indicates the next largest in descending order. These are for headings within a dungeon room other than simple bold text.

<4> Is the smallest heading that is other than bold normal text.

Hardly ever used.

<n> Indicates now we return to the normal default text. Do not use codes to indicate bold and italic. Simply apply those to the text.

Note: Level headings for <chapter>, <1> and <2> already have bold as part of their description so there is no need to bold the text so marked. If you want italics, you must italicize.

Example:

<chapter>Level 1: The Upper Caves

<n>This level was once the exclusive home of Gorbash the ogre. The priests of Tsathogga never cared much about the levels near the surface and allowed him to create his lair here, though they have placed some of their lesser frog servants here to watch the passage to the lower caverns. Recently, the priests of Orcus installed Draeligor on this level in an attempt to gain control of the entrance to the dungeon as part of their future plan to use the dungeon as a base of operations for assaults on Bard's Gate. Gorbash and Draeligor have an uneasy truce. Unlike the entrance level, this level is not covered with evil runes of Orcus.

<2>1. Entrance Cave and Iron Portal (EL 2)

<n>The stairs come to an end and open into a small cavern. A large iron door is set into the cave wall on the far side of the cavern. The door is covered with strange runes, similar to those on the level above. The wall has sconces for torches, all empty. A small pool of dark water fills a large portion of one side of the room. PCs must skirt this pool to reach the far door. The air here is still.

In the pool, hidden beneath the surface of the dark water, are **2 medium monstrous dire frogs**—the least of the monstrosities bred in the dark pits of the Temple of the Frog in the caverns far below. They can be seen with a successful DC 20 Spot check. They do not molest a large party, though one may attempt to use its tongue to seize a single character of Small size if that character is some distance from the main party, such as a scout or a rear guard. The pool leads to a small cave where the frogs make their lair. They have no treasure.

Medium Monstrous Dire Frogs: CR 2; SZ M Animal; HD 4d8+12; hp 32 each; Init +8; Spd 40 ft., swim 20 ft.; AC 17 (+3 Dex, +4 natural), touch 13, flat-footed 14; BAB/Grp +3/+5; Atk +6 melee (1d6+2, bite) or +6 ranged (grapple, tongue); Full Atk +6 melee (1d6+2, bite) or +6 ranged (grapple, tongue); SA leap (60 ft. horizontal, 15 ft. vertical as charge attack), improved trip, rake (+8/+8 melee for an additional 1d6+1 damage each against tripped opponents), adhesive tongue; SQ low-light vision; AL NE; SV Fort +6, Ref +7, Will +1; Str 14, Dex 16, Con 14, Int 2, Wis 14, Cha 11.

Skills: Jump, Listen +6, Spot +6, Swim +8. *Feats:* Improved Initiative, Weapons Finesse (tongue), Weapon Focus (bite).

Iron Door: The large iron door on the far end of the room is carved with strange runes. None of them are magical. A successful Knowledge (religion) check (DC 15) reveals that some were once holy symbols of Thyr and Muir that have now been covered with symbols of the cult of Orcus. The door is not trapped.

Locked Iron Door: 2 in. thick; Hardness 10; hp 60; Break (DC 28); Open Lock (DC 20).

The above example demonstrates many of the things discussed here.

NEVER put a space between the format tag and text following it.

Incorrect: <2> The Lair of the White Wyrn

Correct: <2>The Lair of the White Wyrn

9. Side Boxes and Text Boxes: Text boxes are for read-aloud text. They should be formatted as follows:

[BEGIN TEXT BOX]

to indicate their beginning and

[END TEXT BOX]

to indicate their end.

Each of these should be on their own line. Side boxes contain level info, new rules, new magic items, etc, that are not set off as read aloud text but are in their own boxes. Mark their beginning with

[BEGIN SIDEBOX]

and ending with

[END SIDEBOX]

10. Format Codes in Side Boxes: All side box text headers are also <2>'s, for example:

[SIDE BOX]

<2>New Magic Item: *Demonclaw*

<n>[Text]

[END SIDEBOX]

11. File Naming Convention: Files should be named as follows, where “[short title]” is the letter abbreviation for the module. For example, “LK” for Larin Karr or “GC” for Grey Citadel:

01_[short title]_Cover

02_[short title]_Credits

03_[short title]_Intro

04_[short title]_Chapter1 (or other name, such as Level3)

05_[short title]_Chapter2 (or other name, such as Level4)

...[on and on as needed]

08_[short title]_Appendix

09_[short title]_OGC (this file is the compilation of all the OGC you use which is described above in “Tracking Open Game Content”)

III. Stat Blocks

12. Short Form Monster Citation: When a monster is either straight out of the *MM* or the *Tome of Horrors* or is unique but has been previously detailed in full in the chapter, use the short form, as follows: **name (#): CR; hp; where detailed.** Note that “Area” is always capitalized.

Do not put “see the *MM*” if it is a standard *MM* monster. (This isn’t new, but it is worth repeating and making sure everyone sees it.)

But put “See the *Tome of Horrors* by **Necromancer Games**” if it is a monster from that book.

Umber Hulks (4): CR 7; hp 84.

Or

Castle Guards, War8 (12): CR 6; hp 40; see Area 10A-7, above.

Note: Monsters from any book but the *MM* must be listed in the Appendix, either in full format (such as that found in the *MM*) or in stat block format (as found in the module). This is for people who (sadly) don’t own the *Tome of Horrors* or *Tome of Horrors II*.

THE ***TOME 1*** REVISED FILES are on the SSS Server. Get with Scott, Bill, or Clark about acquiring the files if you can’t access the server and want to use something from ***Tome of Horrors***.

13. Do The Math: If you are doing a full stat block with skills, etc., you **MUST ALWAYS** show your math in parenthesis. Apply a highlight (preferably yellow) to it as well to make it easier to spot.

For example: “Skills: Jump +6 (4 ranks, +2 Str)”. We will edit that stuff out later, but you have to put it in to make it easier on our d20 editors. You **MUST** do this for everything: Saves, Attacks, Skills, Initiative, number of feats, and so on.

14. Make Sure You List Parenthetical Entries for Skills: For example, the Craft skill **ALWAYS** has a parenthetical entry just like Perform or Profession. If a character, monster, or NPC has ranks in more than one Craft, Profession, or Perform skill, list each one separately, like this:

Skills: Craft (alchemy) +5, Craft (jewelrymaking) +6, Perform (lute) +4, Perform (woodwinds) +3.

15. Parentheticals Inside Parentheticals: Use brackets for parentheticals inside parentheticals.

For example, for an abbreviated NPC with Perform (lute), you would use brackets if inside a parenthetical like this: “In the village is Ebon (Com3, Perform [lute] +4).”

Or perhaps: “The innkeeper’s wife, Eula (Exp3, Cha 18, Profession [harlot] +6), provides services that are not on the menu.”

16. Size: In a stat block, Size is abbreviated “SZ” not “Size”.

17. Alignment: The Alignment entry goes BEFORE the Saves entry in the stat block. Plus, keep an eye on alignments for NPCs. Some classes still have alignment restrictions (monks, paladins, bards, for example).

18. Number of Monsters: Always express monster numbers with numerals, for example “3 ogres,” unless the number begins a sentence, then spell out the number, such as “Three ogres inhabit this room.” You should strive to rewrite such sentences so that numerals can be used, such as “There are 3 ogres in this room.” The first time the monsters are mentioned in a numbered are the monsters are bolded. For example, “Inside the room are **3 trolls**.” If a range of monsters is possible, detail the die roll to generate the monsters, not the range. For example, “the room contains 1d4+1 dire rats,” not “the room contains 2-5 dire rats.”

19. Creature Stat Blocks: When D&D creatures and NPCs are referenced in stat block format (each product will have a guideline on whether to use stat blocks or the short forms above), **Necromancer Games** uses a convention slightly different from *Dungeon* magazine and WotC adventures. Here is our abbreviated stat block format:

Name, Race Class Level (# Appearing): CR xx; SZ xx; HD xx; hp xx; Init xx; Spd xx ft.; AC xx (), touch xx, flat-footed xx; BAB/Grapp +xx/+xx; Atk +xx melee (xxx, xxx); Full Atk +xx melee (xxx, xxx); Space/Reach xx/xx; SA xx; SQ xx; AL xx; SV Fort +xx, Ref +xx, Will +xx; Str , Dex , Con , Int , Wis , Cha .
Skills: xxx. *Feats:* xxx.

Note: You always omit Space/Reach if it is “5 ft./5 ft”. List it for all other monsters or NPCs.

Here is an explanation of our stat block as seen above.

Monster Name [including race, class, level if applicable](# appearing): CR [challenge rating]; SZ [list size of creature with one uppercase letter for size followed by the name of the creature type, the first letter of which is capitalized, unless the type is Humanoid in which case it is omitted]; HD [detail]; hp [hit points]; Init [initiative modifier]; Spd [speed] ft.; AC [armor class modifiers], touch [the creature’s touch AC], flat-footed [the creature’s flat-footed AC]; BAB/Grapp +[the creature’s base attack bonus]/+ [the creature’s grapple bonus]; Atk [attack bonus and type] (with damage and weapon in parenthesis in the following format: damage [Number of attacks], weapon, crit if other than normal, range in ft. if applicable); Full Atk [attack bonus and type] (with damage and weapon in parenthesis in the following format: damage [xNumber of attacks], weapon, crit if other than normal, range in ft. if applicable); Space/Reach [face and reach distance for the monster’s attacks, if more than 5 ft./5 ft.]; SA [special attacks, if any, all lower case] (relevant details in parenthesis); SQ [special qualities, if any, all lower case] (details in parenthesis); AL [alignment]; SV [saving throw bonuses for Fort/Ref/Will saves]; Attributes [Strength through Charisma].

Skills: [lists skills relevant to the encounter, capitalize first letter of each word, alphabetize]. *Feats:* [list feats, capitalize first letter of each word, alphabetize].

Arcane/Divine Spells (4/4/3/1; save DC xx + spell level): [list spells] 0—spell name, spell name; 1st—spell name, spell name; 2nd—spell name, etc.

Possessions: [lists relevant possessions].

Personality/Description: [use either if relevant to your NPC]

Note: Do NOT italicize the parenthetical after “Arcane/Divine Spells”. For example:

This is Wrong: *Wizard Spells Prepared (5/4/3/3; save DC 15 + spell level)*:

This is Correct: *Wizard Spells Prepared* (5/4/3/3; save DC 15 + spell level):

20. Designing Monsters: Make sure you design new monsters in accordance with Skip Williams’ article from *Dragon Magazine* (even though the article is 3e, it still contains valuable information on design. Just be sure to note the changes made in D&D 3.5). Reprints are available on line. Or email me and I will send you the PDF. Or better still, email Scott Greene because he is the man!

21. Spell-Like and Psi-Like Abilities: Monsters with spell-like abilities or psi-like abilities include a parenthetical modifier after each one that offers a saving throw against its effect. Be sure and include these with your monsters. The save DC in parenthesis is 10 + the spell’s level [or psionic power’s level] + the creature’s relevant ability score modifier (which is almost always Charisma for spell-like or psi-like abilities).

Always alphabetize spell-like and psi-like abilities.

Note: Each individual power is italicized. The parenthetical is not.

For example, a monster with a Charisma of 15 (+2 modifier) with spell-like abilities, would have the following listing:

Spell-like Abilities: At will—*greater teleport* (self plus 50 pounds of objects only), *suggestion* (DC 15), *water walk*; 1/day—*fireball* (DC 15).

22. Listing Spells: When listing spells in stat blocks (or anywhere else),

Always italicize spell names!

When dividing spells, they are preceded by their level number and an **EM DASH**, divided within the level by commas and divided one level from another by semicolons, as follows:

0—*cure minor wounds*, *detect magic*; 1st—*bless*, *cure light wounds*; 2nd—*chant*.

Note: except for 0 level spells, all further levels have their two letter extension.

DO NOT ITALICIZE THE LEVEL (1st, 2nd, 3rd, and so on).

(“nd,” “rd,” etc.). These extensions are never superscripted (i.e.: “2nd,” not “2nd”).

You can generate an em dash in one of two ways, depending on which type of computer you are working on:

PC: Hit the control key, the alt key and the hyphen button on the number pad.

Mac: Hit the control key, the option key and the hyphen key simultaneously.

****EM vs EN dashes are a major source of layout editing headaches. MAKE SURE YOU USE THE RIGHT KIND AND DO A THOROUGH FIND AND REPLACE BEFORE SUBMITTING THE MANUSCRIPT. It may seem silly, but it causes many headaches.**

23. Spell Saving Throws: Note, that each example above and below includes a “save DC xx + spell level” entry after the number of spells known or prepared. Make sure you include this for each and every spellcaster. The base save is DC 10 + relevant ability score modifier [Wis for clerics, Intelligence for wizards, and so on].

24. Changed Spell Names: Recently, WotC removed all the NPC names from the spells in the SRD. That causes a problem. I solved that problem by creating the *Original Spell Name Compendium*. This document renames the “NPC Name” spells with similar misspelled names that make the spell more like the one in the *Player’s Handbook*.

If you use these spells, make sure to note the *Original Spell Name Compendium* in your OGC file. Here are the spell names. Note that these spell names are misspelled on purpose.

Bigsby's Clenched Fist

Bigsby's Crushing Hand

Bigsby's Forceful Hand

Bigsby's Grasping Hand

Bigsby's Interposing Hand

Drawmij's Instant Summons

Evar's Black Tentacles

Leomand's Secret Chest

Leomand's Secure Shelter

Leomand's Tiny Hut

Leomand's Trap

Mel's Acid Arrow

Morden's Disjunction

Morden's Faithful Hound

Morden's Lucubration

Morden's Magnificent Mansion

Morden's Sword

Nystal's Magic Aura

Nystal's Undetectable Aura

Otluke's Freezing Sphere

Otluke's Resilient Sphere

Otluke's Telekinetic Sphere

Oto's Irresistible Dance

Rarey's Mnemonic Enhancer

Rarey's Telepathic Bond

Tashaa's Hideous Laughter

Tensor's Floating Disk

Tensor's Transformation

25. Spells Known versus Spells Prepared: Note that this is never an issue for a divine spell caster. Sometimes it is preferable to list a person's known spells. It is always required for a Sorcerer or Bard. It may be useful for a Wizard as well. That way the DM can see all the spells known to the Wizard and choose which are prepared. If, however, the wizard is a one-shot encounter, you may wish to simply detail the spells prepared. List those spells in stat blocks as follows, noting the different language for the different classes. Note that one alternative for wizards is to list spells known with spells prepared in italics with multiple memorizations also in italics.

For a wizard:

Wizard Spells Prepared (5/4/4/3; save DC 13 + spell level): 0—all;
1st—*magic missile*, etc...

If the wizard is a one-time encounter, you might just list spells prepared:

Wizard Spells Prepared (5/4/4/3; save DC 13 + spell level): 0—[5 spells]; 1st—[4 spells], etc...

For a sorcerer or bard, you must always list as follows:

Arcane Spells Known (Cast per Day: 5/4/4/3; save DC 13 + spell level): 0—*detect magic, ray of frost*, etc; 1st—*magic missile*, etc...

Clerics and other divine casters are always:

Divine (or you can put Unholy for evil priests, sort of a gag) Spells Prepared (5/4/4/3; save DC 13 + spell level): 0—*cure minor wounds, detect evil*; 1st—*bleed*, etc...

Then you list Domain spells, listing the domains in parenthesis:

Domain Spells (Fire, Evil): 1st—spell name; 2nd—spell name.

DO NOT italicize the parenthetical listing the cleric's domain names.

26. Damage Reduction and Spell Resistance: These attributes are listed as SQs and are always lower case. You may use the abbreviations with the relevant information in parenthesis, such as

“SR (20)” and “DR (5/+1).”

27. Use of Parentheticals in SAs and SQs: All numerical attributes related to SAs and SQs should be in parenthesis. For example, as noted above, “damage reduction (5/+1)” or

“fast healing (2)” or “regeneration (5)” or “resistance to fire (10)” are all proper. “fire resistance 25” or “fast healing 2” are improper.

28. Abbreviated Stat Blocks for NPCs: Abbreviated stat blocks for unimportant NPCs are acceptable in noncombat encounters. Where a commoner or other unimportant NPC is noted but is not vital to the adventure, list only the NPC's alignment, gender, race, class, and any relevant skills or feats bearing on the encounter. Bold the name of the NPC. If relevant, you should also add any other information—such as affiliation or deity.

Example:

For interested PCs, **Jack Nightshade** (N male human Com1; Int 11; Rope Use +2) sells rope in the bazaar.

29. Trap Presentation: Most traps have several associated DC values the DM requires to properly adjudicate the PCs' application of their various skills. For instance, a pit trap can be detected with a successful Search skill check, avoided with a successful Reflex save, and disarmed with a successful Disable Device skill check. If the trap includes a spell, make sure the name of the spell is italicized in the trap name.

Whenever a trap is encountered, the following specific information should also be available in a standard format, as shown in the following examples:

Examples:

Basic Arrow Trap: CR 1; mechanical; proximity trigger; manual reset; Atk +10 ranged (1d6/x3, arrow); Search DC 20; Disable Device DC 20. *Market Price:* 2,000 gp.

Poison Needle Trap: CR 1; mechanical; touch trigger; manual reset; Atk +8 ranged (1 plus greenblood oil poison); Search DC 22; Disable Device DC 20. *Market Price:* 1,300 gp.

Pit Trap: CR 2; mechanical, location trigger; manual reset; DC 20 Reflex save avoids; 40 ft. deep (4d6, fall); Search DC 20; Disable Device DC 20. *Market Price:* 2,000 gp.

Sepia Snake Sigil Trap: CR 4; spell; spell trigger; no reset; spell effect (*sepia snake sigil*, 5th-level wizard, DC 14 Reflex save negates); Search DC 28; Disable Device DC 28. *Cost:* 650 gp to hire NPC spellcaster.

30. City and Town Statistics: Much like creatures, cities and towns in the D&D game have a wide range of information that the DM needs to know to run encounters within the city. The suggested format for writing statistics for cities and towns is as follows:

Name (size): Power structure type; AL type; # gp limit; Assets # gp; Population #; Demographic category (race #%, race #%, race #%, race #%, race #%, race #%, race #%, and so on).

Authority Figure(s): name, gender and race and class and level.

Important Characters: name, gender and race and class and level (title or position); name, gender and race and class and level (title or position); name, gender and race and class and level (title or position).

Others: class and level (#); class and level (#). Name the type of position a group fills, such as town guards, palace guards, Thieves' Guild members, and so on.

Notes: Place any special notes about the community here.

Example:

Oakhurst (small town): Conventional; AL NG; 1,000-gp limit; Assets 45,000 gp; Population 901; Mixed (human 79%, halfling 9%, elf 5%, dwarf 3%, gnome 2%, half-elf 1%, half-orc 1%).

Authority Figures: Mayor Vurnor Leng, male human Ari7.

Important Characters: Kerowyn Hucrole, female human Com6 (merchant); Dem "Corkie" Nackle, female gnome Clr4 (Pelor/healer); Felosial, female half-elf War4 (constable); Ben, Lu, Jym, and Rhoda, male and female humans War3 (deputies); Rurik Lutgehr, male dwarf Exp3 (blacksmith); Garon, male human Exp3 ("Ol' Boar Inn" barkeep).

Others: Town guards, War2 (x12); Exp3 (x8); Rog3 x2); Rgr2 (x1); Com1 (x782).

Notes: The saplings growing at the edge of town go missing, possibly during the PCs very next visit to Oakhurst. Unbeknownst to the villagers, the saplings animate in the dark of night, and they scuttle off on their own, continuing their slow colonization of the surface.

31. Object Statistics: Any items that the player characters might need to interact with in some manner should have statistics in the manuscript. Common examples include doors, chairs, chests, and barrels.

Object: # in. or ft. thick; Hardness #; hp #; Break (DC #).

Example:

Wooden Door: 1 in. thick; Hardness 5; hp 10; Break (DC 18). If an object needs only a few of these statistics listed, or if it is relatively unimportant item that is unlikely to be fiddled with, this can be done in running text, such as: "The wooden chair in the corner (Hardness 5, hp 10) can be thrown by one of the PCs."

Secret Door Format and Spot DCs: Note that in 3E secret doors have a Search DC, never a Spot DC. In addition, secret doors should be formatted as follows:

Secret Door: 2 in. thick; Hardness 8; hp 40; Break (DC 28);
Search (DC 30).

32. Magic Item Format: New magic items should be listed in the appendix at the end of the adventure. When writing magic items, designers should use a specific format. If a category doesn't apply to an item, it should not be included in the write-up of the item.

<2>*Magic Item Name*

<n>Descriptive text about the item and its powers should go here. It might take more than one paragraph to completely detail the item.

[Item's Magic Aura]; CL [item's caster level]; [item's prerequisites, such as feats, skills, spells, etc. in alphabetical order]; Price [item's market value]; Weight [item's weight].

Example:

<2>*Horseshoes of a Zephyr*

<n>These four iron shoes can be affixed like normal horseshoes, but they allow a horse to travel without actually touching the ground. The horse must still run above (always around 4 inches above) a roughly horizontal surface. This means that nonsolid or unstable surfaces, such as water or lava, can be crossed and that movement is possible without leaving tracks on any sort of ground. The horse is able to move at normal speeds.

Faint transmutation; CL 3rd; Craft Wondrous Item, *levitate*; Price 6,000 gp; Weight 4 lb. (for four).

Remember to add any necessary details, such as caster level. Note that potions don't need caster levels as they are presumed to be the minimum level necessary (only list caster levels for them if other than normal). Also, many of the names of magic items have changed.

Double check that any magic items you use still exist! Check that *DMG*!

34. "Ft." and "in.": In the stat block for monsters, feet and inches are always abbreviated "ft." and "in.". For some reason, these abbreviations of "ft." and "in." get a period after them.

IV. Grammar and Other 3E Specific Rules

35. Tense: Encounter descriptions should be written in the present tense. Wherever possible, avoid using the future tense or passive voice. A good rule of thumb is avoiding "will" to describe NPC or monster actions. For example, do not say "If the characters open the door, the golem *will attack*." Instead say, "If the characters open the door, the golem *attacks*" or "The golem attacks anyone entering the room." Also avoid sentence construction with "to be," as that usually sounds like minutes from a meeting rather than interesting text. For example, instead of "Passive voice is to be avoided," use "Avoid passive voice."

36. Language Names: Language names are always capitalized. For example, it is always "Draconic" or "Common," not "draconic" or "common."

37. Treasure: The names of magic items are always *italicized* in text (including spell names in scrolls, etc). List jewels in order of descending value. If there is more than one jewel with the same value, note how many there are in parentheses after the value.

Example:

The sack contains a *potion of cure serious wounds*, an *arcane scroll (fireball, lightning bolt, invisibility, CL 9)*, five gems worth 500 gp, 400 gp, 250 gp (x2) and 50 gp respectively.

38. Spacing: Though it may be a hard habit to break, **DO NOT** use two spaces between sentences. Always use only a single space between sentences.

39. Number of Dice: In 3E, you always list the number of dice rolled. For example, it is always “roll 1d20” not “roll a d20.” 3E does not use “dX” anymore without a number preceding it, even if it is only 1.

40. Magic Item Bonuses: The bonus **ONLY** precedes the name of the magic item for weapons and armor. For all others, the bonus is listed **AFTER** the item (why, we don’t know, but it’s the way WotC does it). For example:

Incorrect: *longsword +1 or chainmail +1*

Correct: *+1 longsword, +1 chainmail*

Incorrect: *+1 ring of protection*

Correct: *ring of protection +1*

41. Masterwork Items: **NEVER** abbreviate the word “masterwork” as “MW.”

The word “masterwork” must always be spelled out.

Thus, it would always be “masterwork chainmail” and never “MW chainmail.”

42. Experience: In 3E, experience is noted as “XP,” not “Exp” or “exp.”

43. Capitalization: Capitalize abilities (Strength, Dexterity, etc.), skills (Climb, Search, Decipher Script, etc.), feats (Whirlwind Attack, Quicken Spell, etc.), cleric domains (Good, War, etc.), wizard schools (Transmutation, Necromancy, etc.), names of languages (Common, Dwarven, etc.), sizes (Small, Medium, etc.), and saving throw categories (Fortitude, Reflex, Will).

Note: special attacks (SA) and special qualities (SQ) listed in a stat block are **not** capitalized. Monsters, character classes, alignments, spells, magic items, and weapons that do not include proper nouns are all lower case.

44. Abbreviations: Abbreviations usually use all capital letters and no periods (DM, NPC, HD, XP). The abbreviations for hit points and coins use lower case letters and no periods (hp, gp, sp).

45. The old “ and “: Older versions of D&D used ‘ and “ a lot for distance and range, etc. These are now verboten. If in text, please spell out feet and inches. If in a stat block, they are “ft.” and “in.” respectively. The following are correct: The characters examine the 5 foot by 5 foot room; the female fighter stands 5 feet 6 inches tall; the 7-foot pole.

46. Ability Scores: Ability scores are abbreviated as follows: Str (Strength), Dex (Dexterity), Con (Constitution), Int (Intelligence), Wis (Wisdom), Cha (Charisma).

47. Class Abbreviations: Class abbreviations are as follows:

Ftr = Fighter

Clr = Cleric

Abj = Abjurer

Bbn = Barbarian

Drd = Druid

Cjr = Conjurer

Pal = Paladin

Rog = Rogue

Div = Diviner

Rgr = Ranger

Brd = Bard

Enc = Enchanter

| | | |
|------------------------|---------------------|------------------------|
| Wiz = Wizard | Mnk = Monk | Evo = Evoker |
| Sor = Sorcerer | Exp = Expert NPC | Ill = Illusionist |
| Ari = Aristocrat NPC | Com = Commoner NPC | Nec = Necromancer |
| War = Warrior NPC | Adp = Adept NPC | Tra = Transmuter |
| Asn = Assassin | Arc = Arcane Archer | ArT = Arcane Trickster |
| Acm = Archmage | Blk = Blackguard | Dgd = Dragon Disciple |
| Def = Dwarven Defender | Due = Duelist | Elk = Eldritch Knight |
| Hie = Hierophant | Lor = Loremaster | Shd = Shadowdancer |
| Hor = Horizon Walker | Tha = Thaumaturgist | |

Note: Regarding prestige classes, since there are so many out there now, it is probably easier to just write out the full name of the class when doing the NPC's stat block.

48. Numbers: Numerals should be used for any measurement of distance expressed in yards (or meters) or any smaller unit. The spelled-out form of the number should be used for any expression of distance longer than yards (or meters), except when the expression is a specific large number. These are correct: 750 miles, fifteen miles, 15 feet.

Numerals should be used for any measurement of time expressed in hours or any smaller unit. The spelled-out form of a number should be used for any expression of time longer than hours, except when the expression is a specific large number. These are correct: 648 years, forty-eight years, forty-eight days, 48 hours, 48 minutes.

Numerals should be used for any measurement of weight expressed in pounds (or kilograms) or any smaller unit. The spelled-out form of a number should be used for any expression of weight larger than pounds (or kilograms), except when the expression is a specific large number. These are correct: twenty tons, 20 lbs.

Numerals are always used for geometric angles (for example, 45 degrees) and expressions of temperature (for example, 45°F), ability scores, skill ranks, skill points, creature statistics, amounts of currency, level references ("1st level," not "first level"), experience points, bonuses and penalties, dice designators (and say d%, not d100), multipliers, number of charges (in the context of a magic item that has charges), and number of times per day or other unit of time in a stat block (written as 2/day, 3/day, etc.).

Numerals are always used to designate the number of monsters. These are correct: The party encounters 4 ogres; 9 skeletons guard the door.

49. Hyphenation: Always hyphenate class and spell levels when they precede a noun (4th-level rogue, 1st-level spell). Hyphenate compound adjectives before nouns (the red-haired, 18-foot-tall fire giant). Do not hyphenate before the suffix *like* except after double-l endings (for example: snakelike, spell-like).

50. Skill Checks: When a situation in an adventure calls for a skill check of some sort, list the skill check in the running text. Note that the skill name is capitalized and the DC comes **BEFORE** the check.

Examples:

PCs who want to enter the chamber must first succeed on a DC 25 Climb check to get down the wall.

Casting a spell while *entangled* requires a successful DC 15 Concentration check.

51. Damage: Use the phrase “points of damage” when giving damage in numbers or ranges. Always use a die range when giving damage, and always include a numeral before the type of die, even if there is only one. For example: "The skeleton inflicts 1d3 points of damage with each claw" is correct. Do not use "d3 points of damage," "1d3 damage," or "1d3 hp damage."

Ability damage or drain uses the appropriate ability score abbreviation and terminology.

Use the following formats in running text or stat block text: “points of [ability name] damage” “points of [ability name] drain”

Remember: Ability damage is always temporary and drain is always permanent. You can say “5 points of temporary ability damage” but it is not needed. By the 3.5 rules, it is understand that **ability damage is temporary.**

For example:

If the saving throw fails, the PC takes 1d6+1 points of Strength damage from the poison.

52. Single Words: D&D uses some unknown style format for deciding what is a single word and what is a two-part word. So rather than list a rule (since none is apparent), here is a list:

Longsword, greatsword, greatclub, greataxe, waraxe, longbow, longspear, shortspear, halfspear, warhammer, shortbow, crossbow, breastplate, chainmail, spellbook, spellcaster, spellcasting, and trapdoor are each one word.

Note that short sword is two words, for some unknown reason.

53. Saves: In 3E you don't save “vs.” anything anymore, ie: no more “save vs. fear”. You make a Fortitude save or a Will save or a Reflex save.

54. Use of “plus” Rather Than “+”: Some times when creatures have bonus levels or do extra fire damage, they have an additional set of hit dice or do extra damage. Let's say we have a Ftr3/Cle3 who has a flaming sword. His hit dice and damage would be as follows: “HD 3d10+6 plus 3d8+6” not “HD 3d10+6+3d8+6” and his damage would be “1d8+2 plus 1d6 fire damage” not “1d8+2+1d6 fire damage”.

55. Em Dash: We use *em dashes* (—), **NOT** two hyphens (--). On most word-processing programs, you can generate an em dash in one of two ways:

PC: Hit the control key, the alt key, and the hyphen key on the number pad.

Mac: Hit the control key, the option key and the hyphen key simultaneously.

Insert a single space on either side of the em dash:

Sayne found that she — being the only sane warlock left — had to separate the bone shards by herself.

The only exception to this rule occurs in a line break, when the em dash signifies that the current thought is interrupted. This should almost always be solely in dialogue when the speaker is interrupted.

In this instance, no spaces are used, so it's (wordemdashquotationmarks).

“After all, I was the one who—“

56. En Dash

An *en dash* (**NOT** a hyphen) is used as a “minus” sign, to separate ranges of numerals or letters and to replace the word “to” between words. Here are the keystrokes to generate the en dash:

PC: Hit the control key and the hyphen key from the number pad.

Mac: Hit option-hyphen simultaneously

The information about the years 1934–36 can be found on pages 45–78.

Melianthe suffers a –4 penalty to her AC.

It is absolutely vital that you use em dashes and en dashes properly!

****EM vs EN dashes are a major source of layout editing headaches. MAKE SURE YOU USE THE RIGHT KIND AND DO A THOROUGH FIND AND REPLACE BEFORE SUBMITTING THE MANUSCRIPT. It may seem silly, but it causes many headaches.**

57. Spacing (Periods and Commas)

Only one space after periods, not two. Yeah, this isn't the way you learned it in high-school typing class, but every little bit of saved space reduces our print bills.

By the same token, spacing takes precedence over *Strunk & White* with regard to commas in a series. Please omit the last comma in a series, unless doing so would look awkward or cause confusion.

Night elves, high elves, humans and goblins came to the party.

Furthermore, add one space after a diagonal slash (“/”), unless it's part of a fraction. Doing so keeps an otherwise unwieldy chunk of text at the end of a line from carrying to the next line unnecessarily.