

# Book Formatting Rules

## When should I create a New Book?

Usually not at all, unless told to by Narrative Lead. Otherwise Books will be created and sorted by Narrative Lead as needed.

## Description, Yes or No?

If the content of the Book isn't clear without a description, always make sure to add one, but not necessarily needed.

## When do I add a new Chapter?

- When it's an important Topic with many bigger sub-points
- To sort loose pages if you think the Book is getting too chaotic
- For Books like Factions, always tell the Narrative Lead when adding a new Chapter so they can give the ok and add equivalent Chapters to the other Factions (or any other similar Books)

## Should I add Chapter or a Page?

Usually try to add a new Page unless its an Important Topic that will later be expanded. Narrative Lead will add Chapters when needed to avoid inconsistency.

## Where do I add the new Page/Chapter?

- If an equivalent Page/Chapter exists somewhere else, just copy the formatting and place it in the equivalent Location
- Unless you're sure where to add your new Page/Chapter, just place it in Idea Collection, it will later be moved to the correct Location

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