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## Style guide

### Abbreviations

- Full points should be used in abbreviations. Note, however, that it is preferable in text to say:
  - ‘for example’ rather than ‘e.g.’
  - ‘that is’ instead of ‘i.e.’
  - ‘and so on’ instead of ‘etc.’
  - ‘namely’ instead of ‘viz.’

Examples:

i.e.	Co.
e.g.	no.
Esq.	ibid.
etc.	et al.

- No full points should be used in **upper-case** abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are spaced and followed by a full point:  
A. A. Milne
- Abbreviated units of measurement do not have full points and do not take a final ‘s’ in the plural.
- Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA *not* Cambridge Mass.). If in doubt (and as these are highly eccentric, please err on this side), please check the list in *Butcher’s Copy-editing*.

See also *Contractions*

### Accents and diacritics

Highlight all occurrences of letters with accents and diacritics, foreign characters and IPA characters and list these on the Instructions to Typesetter form.

### Acts of Parliament

The title of the Act should have no comma between it and the year. Please use a lower-case ‘t’ for ‘the’ before the name of the Act, e.g.: the Copyright, Designs and Patents Act 1988.

## Bibliography and citation style

### *General*

- For books with three or more authors, all of the authors’ names should be given in the full bibliographic citation, wherever it occurs. In all other citations of books with three or more authors, use surname of first author followed by ‘et al.’.
- In both short title and author-date systems, it is preferable to give details of both the publisher and place of publication, but it is acceptable to leave out the place if this is a real problem to ascertain. Place names should be consistently in or consistently out rather than a mixture of the two.
- Abbreviations in bibliographies should be spelt out or explained but abbreviations for US states are acceptable. Please make sure this is using a consistent, recognised full set of abbreviations (use the two-letter codes) preceded by a

comma. Only places that might be confused with cities in the UK (Cambridge, Durham) or are obscure (Albany) need take the state abbreviation.

- Where the author is citing a modern version of an older text, please give the original date of publication in square brackets, e.g.: Burke, Edmund [1790] (1910), *Reflections on the French Revolution*, ...

**NB** ‘see’ and ‘see also’ should be italicised only in the index, and not if they appear in the bibliography.

## **AUTHOR-DATE**

### CITATION STYLE

Here, there are no numbered notes, only a single list of references in a bibliography at the end of the book (in multi-author works, each chapter may have its own list of references). In the body of the text, the reference should take the form:

(Smith 1960: 59; Jones 1965: 60) – *note: no comma between author and date.*

[These refer to ‘in Smith, 1960 edition, page 59’; and ‘in Jones, 1965 edition, page 60’.]

### BIBLIOGRAPHY STYLE

- **First Author’s surname must come first**, followed by forename/initials. (Please be consistent in using forenames or initials, not a mixture; though make an exception if particular authors whom you cite always publish under name or always under initials.) Subsequent authors, and editors of volumes: forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s).
- When the same author has several publications in the same year, please use a, b, etc. to distinguish them, e.g. 2012a, 2012b, not 2012, 2012a, etc.
- Please place (ed.)/(eds) before the date if the work is an edited collection.

#### *Examples of full references to books*

Bamgbose, Ayo (1991), *Language and the Nation: The Language Question in Sub-Saharan Africa*, Edinburgh: Edinburgh University Press.

Woolf, V. (1997–9), *Complete Works*, ed. J. Hurst and D. Jones, 3 vols, Oxford: Oxford University Press.

#### *Examples of full references to journal articles*

Aldcroft, S. (1992), ‘As the sun rose’, *Times Higher Education Supplement*, 1 November 1992, pp. 17–23.

Marcus, T. (1998), ‘Short story’, *Journal of Storytelling*, 5: 2, 23–7. [or whatever format you choose for giving volume, issue and page numbers]

#### *Examples of full references to book articles*

Smith, C. Ann (1991), ‘Preserving food to preserve life’, in A. Wilson (ed.), *Waste Not Want Not*, Edinburgh: Edinburgh University Press, pp. 5–33.

Woolf, V. (1999), ‘To the beach’, in V. Woolf, *Complete Works*, ed. J. Hurst and D. Jones, Oxford: Oxford University Press, vol. 1, pp. 9–14.

## SHORT TITLE

### CITATION STYLE

- References are given in numbered notes. Short-title citations should not be given in parentheses in the text.
- If there is a bibliography, it is not necessary to supply a full reference in the notes as the full details appear in the bibliography. The short title version, therefore, should be given in the notes for each chapter.
- If there is no bibliography, the full reference should be given the first time the source is mentioned in the notes to each chapter. Thereafter, the short-title version should be given.
- Use of ‘op. cit.’ should be avoided. ‘Ibid.’ can be used provided that it is unambiguous.
- See ‘Notes’ for further information.

### BIBLIOGRAPHY STYLE

In the bibliography (as opposed to the notes), the **first named author’s surname comes first, followed by forename/initials**. (Please be consistent in using forenames or initials, not a mixture; though make an exception if particular authors whom you cite always publish under name or always under initials.) For subsequent authors, forename/initial(s) then surname. Further entries under the same name or author group should repeat the name(s). For books with three or more authors, all of the authors’ names should be given in the full bibliographic citation, wherever it occurs. In all other citations of books with three or more authors, use surname of first author followed by ‘et al.’.

Sample bibliographic references in books using the short title system:

#### *Full reference to a book*

Croft, C. F. and Nicholas Woodward (eds), *The British Economy Since 1965*, 3rd edn (Basingstoke: Star Press, 1992).

#### *Full reference to a journal article*

Aldcroft, Steven, ‘As the sun rose’, *Times Higher Education Supplement*, 1 November 1992, pp. 17–23.

#### *Full reference to a book article*

Smith, C. Ann, ‘Preserving food to preserve life’, in C. Ann Smith (ed.), *Waste Not Want Not* (Edinburgh: Edinburgh University Press, 1993), pp. 5–33.

- After the first reference in the chapter, further references in the text of the chapter consist of the author’s surname and the title or short title, e.g. ‘Croft and Woodward, *The British Economy*, p. 69’. Other shortened versions are acceptable provided that they are clear and that the reader will understand them.

See also *Notes*

## Capitalisation

- Please keep capitals to a minimum.
- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use a capital for ‘Chapter’ for internal cross references.

- Use small caps only for BC, AD, CE (common era) and BCE (before the common era).
- Use to distinguish specific from general, for example ‘He is a professor at Edinburgh University ...’ but ‘He is Professor of literature at ...’.
- Always capitalise initials of key words in English-language titles of books (titles are italicised); see *Bibliography*.

## Captions

If there are any tables, figures, maps or other illustrations, a list of captions should be supplied. Captions should be consistent and clear. They usually take the form:

Figure x.x [space here] The title of the figure, taking initial capital for the first word and any proper nouns. (Source: Details to be given.)

## Contractions

Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.)/Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on.

## Dates

Please use the following forms:

- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month’s full name, followed by full year in figures - not ’96)
- 1930s (not 1930’s)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

The letters BC should follow the date, and the letters AD should precede the date. There is no need for AD from the year 500 onwards (unless in the context of the book you feel that it is important). Examples: 43 BC, AD 499, 632. If the date is approximate [indicated by ‘c.’], AD and BC both follow the date, e.g. ‘c. 353 AD’. (Please note that there is a space between c. and the number, followed by another space before AD or BC.)

## Definite article

Normally use lower-case ‘t’ before names of associations, companies and other bodies but, for newspapers and periodicals, follow the use of ‘the’ in the title. Use the following: the *Daily Telegraph*, the *Daily Express*, *The Times*, *The Guardian*, *The Independent*, *The Scotsman*, *The Economist*.

## Drama references

‘Act III, scene ii, line 297’ should be written as ‘III, ii, 297’.

## Ellipsis

Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing parenthesis). Avoid following ellipses with a full stop or a comma. See also *Quotations*.

## **Emphasis**

Emphasis should be achieved by the phrasing and grammar. It should not be necessary to use italics or bold to show emphasis.

## **En and Em rules**

- If you are working on a revision and em rules are already being used, continue to use them in the book. Otherwise, we have stopped using em rules in favour of spaced en rules.
- Unspaced en rules are used between dates and wherever the dash can be interpreted as ‘to’.
- Spaced en rules are used for parenthetical dashes.

## **Extracts**

- Mark as ‘EXT’ all quotations of more than 40 words; numbered lists; verse extracts of one or more lines; small tables in the text (see also *Tables*).
- All extracted quotations should begin full out left within the indented block.

## **Fonts and typography**

- The designer will decide upon these when the typescript has been copy-edited. Please attach a separate note if you want particular attention to be paid to the design of a specific section.
- Please make sure that bold and italic have been correctly marked in normal text.

## **Headings**

### ***Sub-headings***

- Part titles and chapter titles should be marked ‘PT and ‘CH’ respectively. Subsequent headings should be marked ‘A’, ‘B’ and ‘C’.
- Mark ‘Contents’ etc in Prelims, ‘Index’ in back matter as ‘MH’.
- The hierarchy used should be as simple as possible and there should not be more than 3 levels of heading.

## **Hyphenation**

Hyphenation should be kept to a minimum. It is normally used adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’.

## **Internet citations**

Note citation:

1. Available at <<http://www.youtube.com/watch?v=MmGTwbOmPX8>> (last accessed 20 December 2009).

Bibliography citation:

Woods, Gaby (2004), ‘Meet Marnie ...’, *The Observer*, 18 July, <<http://www.guardian.co.uk/theobserver/2004/jul/18/features.review7?INTCMP=SRCH>> (last accessed 7 December 2005).

Note:

- No underlining of web address
- Include access dates for all Internet citations

## Italics

Italics should be used for foreign words except

- when part of a foreign-language quotation
- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.

Please italicise only what is necessary – surrounding punctuation should not be italicised.

## Legal issues

Err on the side of caution if there is any danger of text being interpreted as libellous.

Personal criticism of living individuals should not be made without very careful consideration of the possible legal consequences.

## Notes

- All notes should appear as chapter-end notes, unless there is a specific directive to use footnotes (e.g. series style).
- Note indicators should be superscript numerals, without parentheses, outside any punctuation. Note numbers, following on sequentially in the text, should never be set in tables or figures as the positioning of the tables/figures may have to be changed during the typesetting process. Number any notes to tables/figures a, b etc. and present them with the table/figure.
- Notes to headings should be avoided.
- Where endnotes are used, at the end of the chapter please insert the heading ‘Notes’ before the endnotes.
- Please avoid ‘op. cit.’, ‘loc. cit.’, ‘idem’ and ‘eadem’. ‘Ibid.’ (note full point) can be used to refer to the **immediately** preceding reference, or part of it, indicated by the page number (Ibid. p. 32). Please do not use ‘ibid.’ if there are two references in the preceding note as this is too confusing. For clarity, please give a page number each time you use ‘ibid.’, e.g.:
  1. Smith, *The Book*, p. 19.
  2. Ibid. p. 19.
  3. Ibid. p. 23.
  4. Ibid. p. 24.
- ‘Ibid.’ should not be italic.

See also *Bibliography*

## Numbered lists

All numbered lists should be numbered ‘1.’, ‘2.’ etc. and not with letters or roman numerals. Parentheses around numbers can be used in running text [‘I saw (1) an elephant and (2) a mouse] but should not be used for note indicators or in numbered lists:

I saw

1. an elephant
2. a mouse

## Numbering system

All figures, photographs and tables should be numbered decimally by chapter (e.g. the first table in Chapter 3 would be 3.1 etc.), even for multi-author titles.

## Numbers

- Ranges of numbers: please omit any digits that are not necessary to understanding (but any number in the 'teens should show both digits). Some examples:  
3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244
- Spell out numbers up to but not including 10 for technical books. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 *not* 6 000, 10 000.

## Paragraphs

- Avoid using lines of asterisks or other symbols to separate text.
- Do not indent the first paragraph under a heading, but do indent subsequent paragraphs.

## Quotation marks

- Please use single quotation marks throughout, with double quotes for an inner quote: 'xxxx "yyyy" xxxxx'
- Displayed quotations (see under *Quotations*) have no quotation marks: any quotes within a displayed quote will have single quotation marks.
- A few philosophical and linguistics texts use quotation marks for different, specialist purposes. Check with the author if in doubt.
- Please be consistent in the use of curly or straight quotation marks. If authors have used a mixture, please query this as there may be some logic behind it.

## Quotations

- Quotations of more than 40 words should be displayed. Please indent them or type as a separate paragraph with a line space above and below.
- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [sic] if necessary.
- Capitalising quotations: Please capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at the end of the chapter.
- Alternatively, if the source of the quote is given at the end of the quote under the author-date system, the positioning of the source details should be immediately after the quote. If the quote is in verse form, the source details should be on the line below the quote, ranged right.

## References to non-print media

Films and CDs should be referenced as follows:

[title in italic], [media], [director/ composer as appropriate]. [Place]: [producer], [date]  
e.g. *Macbeth*, film, directed by Orson Welles. USA: Republic Pictures, 1948

## Scripture references

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.:  
2 Cor. 12: 4.

## Sexist usage

- Try to reword some instances to avoid using pronouns rather than overusing ‘he and she’. Consider using the plural ‘they’ if it seems appropriate. If rewording is not possible, it is preferable to use ‘he or she’, not ‘s/he’ or ‘he/she’.
- Avoid using the word ‘Man’ to refer to the species and avoid its use in stereotyped clichés, e.g. ‘they decided he was the right man for the job’.

## Spaces

Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km. Please note that there should be **one character space between sentences** and not two.

## Special characters

Please list all unusual or non-standard typographical features on the Instruction to Typesetter form, showing exactly how they should appear.

## Spellings

British with -ise, -our endings. We favour the following: judgement, focused, connection, premise, medieval.

## Tables

- Should not contain anything that a typesetter cannot set using a keyboard.
- Should be presented on separate sheets of paper, one per page.
- Should be numbered decimally by chapter.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a/b/c etc., not by asterisks, daggers or other symbols and notes should be given under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

## Web addresses

Please do not underline these, they should appear in the form  
www.eupublishing.com (no terminal punctuation either, as that could confuse someone typing it into their computer).