Author Hub.

Editorial Services Style Guide for Academic Books

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I HOUSE STYLE

An Important Note on House Style

This guide represents Cambridge University Press's preferred style, which should be followed as far as possible. There will, however, be instances where it is better for the copy-editor to accept and standardise to the style conventions followed by a book's author or volume editor, where those conventions are clear and consistent. It is impossible to provide a complete list of such cases, but the following examples will illustrate the principle. The wording of style points is also meant to indicate which are compulsory and which are 'ideal' or preferred.

- Our house style calls for chapter subheadings (where numbered) to be numbered decimally by chapter (e.g., in Chapter 2, the first A heading should be numbered 2.1). If the author has chosen a different system that is logical and has been used extensively for internal cross-references, it might be better to retain the author's system and ensure it is applied consistently.
- Authors sometimes use alternative bibliographical systems to those described in this style guide (e.g., MLA). In such cases, we would not expect the copy-editor to change the system to follow this guide but instead would expect them to retain and standardise to the system chosen by the author, as long as it is clear and consistent.

The instructions in the copy-editorial brief should always be followed and, if the copy-editor is uncertain of anything or has not received suitable guidance, they should consult the book's Content Manager for advice. Where the brief differs from this guide, the brief should be followed. Please note that some rules differ depending on whether a book's subject area is HSS (humanities and social sciences) or STM (science, technology and medicine).

We have a policy of minimal intervention. The author's voice should be retained as much as possible, with the copy-editor only changing language where there is a risk of ambiguity or lack of clarity of meaning, to correct grammatical or spelling errors, to avoid over-repetition or to ensure consistency of style. Unless agreed otherwise, titles will not be given a heavy copy-edit.

Useful Reference Books

Our style guide takes precedence over other reference works, but for any style points not covered in this document, the below may be used.
- *Butcher's Copy-Editing* (4th ed., Cambridge University Press, 2006) remains a classic reference work for copy-editing.
- *New Hart's Rules* (2nd ed., Oxford University Press, 2014) covers similar territory to *Butcher's* but goes into more detail in a number of areas. It provides a useful fall-back should *Butcher's* not resolve your copy-editorial query.
- *The Chicago Manual of Style* (17th ed., University of Chicago Press, 2017) is the definitive copy-editing reference work for books following US style. It is very thorough, so is also useful for any elements the others do not cover.
- The *New Oxford Dictionary for Writers and Editors* (*ODWE*; Oxford University Press, 2014) is our primary reference for queries concerning spelling, italicisation, capitalisation, etc.
- For any spelling queries that cannot be resolved by consulting *ODWE*, the *Oxford Dictionary of English* (3rd ed., Oxford University Press, 2010) – www.oed.com – and *Merriam-Webster's Collegiate Dictionary* (11th ed., HarperCollins, 2003) – www.merriam-webster.com – are our principal dictionaries for UK and US English, respectively.

Author Requirements

A note for authors: this guide illustrates the house style applied to Cambridge University Press Academic books. Following this guide when you're writing will help to make the production process smoother and more efficient.

Typescripts with poor or inconsistent styling can be delayed through production. We therefore require the following:

- Headings should be consistently formatted and/or numbered to clearly indicate heading levels.
- Heading levels must be organised in a clear hierarchy, meaning that the order should always be: first-level heading, second-level heading, third-level heading, etc. Headings should not 'skip' levels (e.g., you should not have a first-level heading followed by a third-level heading with no intervening second-level heading).
- Figures and tables should be decimally numbered throughout the typescript according to chapter (e.g., 1.1, 1.2, 2.1).
- Separate source files for your figures should be named using the same system.
- Each figure should have clear, numbered placement instructions in the typescript.
- All figures and tables should be numbered and cited in the text.
- Figure/table captions should include credit lines as appropriate to rights status.
- The typescript should follow consistent style for spelling and grammar: UK -ise, UK -ize or US (more information on each style can be found in this guide).
- You should consult this style guide while writing. Some disciplines also have specific style requirements. Subject-specific styles can be found in Part II of the guide.
- You should order frontmatter and endmatter according to this guide.
- Abbreviations must be spelled out in full in the first instance (unless they have become commonplace, e.g., MRI, HIV).
- All language other than English in the text must be accompanied by a translation, unless the meaning is obvious from context, and all translations must be attributed.
- References must be presented in a consistent style with all the necessary information included.
- Where possible, internal cross-references should refer to specific sections (e.g., Section 2.1) rather than page numbers.
- For contributor volumes or multi-author books, we advise that you agree the following upfront with all contributors so that they are consistent across all chapters:
  - Spelling style (UK -ise, UK-ize or US)
  - Use of serial commas
  - Heading numbering/formatting conventions
  - Image numbering conventions
  - Type of referencing
  - Type of notes.

- If your content uses any special characters such as Greek letters, linguistic symbols or non-standard accents, it is essential that you use a Unicode font when creating your typescript and provide us with a matching PDF displaying all characters correctly.

Copy-Editing
Copy-editing is the process of ensuring the content of your book clearly communicates your message, is consistent throughout and has correct grammar and spelling. Author style will usually be followed, as long as it is clear and consistent. However, some elements of Cambridge style are applied to all books. Details and further explanation of all styles can be found in this guide. For example (this is not an exhaustive list but covers the main points):

- Frontmatter and endmatter must follow this guide in terms of order and content.
- Books must follow either UK or US spelling and punctuation style consistently. These styles cannot be mixed (e.g., UK spelling cannot be used with US punctuation).
- Maximum capitalisation will be applied to all headings.
- Parenthetical dashes and those in number/date ranges will be changed to en rules.
- In US style, complete sentences after colons must start with a capital letter.
- Quotes of more than approx. 60 words will be turned into displayed quotes with no quotation marks. If quotes are in a displayed format in the manuscript but are shorter than this, they will be changed to running text in quotation marks unless they are particularly significant to the discussion.
- Words from languages other than English that are rarely used in an English context should be rendered in italic.
- Titles of books given in running text should be in italic.
- For humanities and social science titles, numbers one to ninety-nine must be written out, with numbers above this given in figures. For STM titles, numbers one to nine must be written out.
- Internal cross-references must use an initial capital (e.g., 'see Chapter 2'). References to external works should not (e.g., 'see chapter 2 of Smith').
- Table and figure captions, and all text in tables (including column headers), should be in sentence case.

Please note: there are some elements of your text that the copy-editor will not be able to check. For example, a copy-editor is not responsible for verifying the accuracy of foreign language quotes or their translations. Accuracy of such details, or of facts or data, are the sole responsibility of the author. If a copy-editor spots an anomaly, they may raise this as a query, but in general they cannot check content for correctness. Please ensure that you carefully review such content prior to submission of your manuscript.

Cambridge University Press generally employs a policy of minimum intervention during copy-editing to retain the author's style and voice as much as possible. Unless agreed otherwise, titles will not be given a heavy copy-edit. This means that the copy-editor will not rewrite your language except to correct ambiguity or grammatical errors or to improve flow. Consistency will be applied (e.g., to style, spelling and referencing). You will receive queries on the manuscript from your copy-editor and you'll need to be available to work through them, preparing your manuscript for production. Please note that your manuscript should be complete when you submit it. Major changes or rewrites, unless necessary to correct factual errors, cannot be made after this point.

Proofreading
Proofreading occurs after copy-editing is complete. The proofreader will check the typeset files for any issues (e.g., any errors in layout, typographical errors or anything missed during copy-editing). You will need to make any corrections on the proofs – which should be kept to essential corrections only – and complete some other small tasks such as inserting any outstanding cross-references.

1   Prelims
1.1   General Conventions

- Note that in some subject areas there may be exceptions to these conventions; these are covered in Part II.

General
- Part titles, chapter titles, headings, subheadings and running heads (as well as the book's title and subtitle) should always follow maximum capitalisation.
- Chapters must use Arabic numerals. For books divided into parts, parts must be referred to using Roman numerals (i.e., 'Part I', 'Part II', etc.). For books divided into sections (e.g., some STM books), sections must be referred to using Arabic numerals (i.e., 'Section 1', 'Section 2', etc.).
- Post-nominals should be removed from authors', editors' and contributors' names. The exception is medical titles where their medical qualifications are relevant.
- If the names of publishers are included in the details of books referred to in the prelims (e.g., in author or contributor biographies), this should be done consistently.
- Blurbs, bios and endorsements should only receive light copy-edits. Series pages, if present, are the same in each book in the series so should not be directly edited. This means that the series page and the rest of the book may differ in style. Any potential issues or errors should be flagged by the copy-editor for the Content Manager to review.

Half-Title Page
- The book's subtitle should not be included.
- For Open Access titles, the Open Access statement must not be edited. The copy-editor should instead query the Content Manager if they have any concerns.

Imprints Page
- Note that the text on this page follows a standard template. It should not be directly edited; any potential issues or errors should be flagged by the copy-editor for the Content Manager.
- The sentence 'A catalogue record for this publication is available from the British Library' should follow UK spelling (i.e., 'catalogue'), and the phrase 'Library of Congress Cataloging-in-Publication data' should follow US spelling (i.e., 'cataloging'). These rules apply regardless of the style being followed in the main part of the book.
- For first editions, the date of publication should match the date given in the copyright statement. For second and subsequent editions, the dates of publication should match the dates given in the copyright statement.
- For books containing URLs (other than those for sites hosted by Cambridge University Press), the following waiver should appear at the foot of the imprints page: 'Cambridge University Press & Assessment has no responsibility for the persistence or accuracy of URLs for external or third-party internet websites referred to in this publication and does not guarantee that any content on such websites is, or will remain, accurate or appropriate.'
- For medicine titles, Cambridge University Press's standard medical disclaimer should be present.

Table of Contents
- The heading for this section should be 'Contents', not 'Table of Contents'.
- The word 'Chapter' should not appear before chapter numbers, unless specified by the text design.
- Chapter numbers should appear as Arabic numerals.
- Chapter titles and subtitles must be separated by colons, not by en rules, em rules or hyphens.
- If a title has two colons in it, it should ideally be reworded to remove one of them. If this is not possible, the second should be made into a spaced en rule.

- The number of the part, section, chapter or subheading should not be followed by punctuation (e.g., '1 Introduction').
- In the table of contents, lists of tables, figures, etc. should be referred to in the form 'List of Tables', 'List of Figures', etc.
- The table of contents should be kept as brief as possible, with the exception of textbooks and some law titles, which may need to include more detailed contents.
- In contributory volumes where the style varies by chapter, chapter titles in the table of contents should exactly match those on chapter title pages; this means that spelling style and use of serial commas may vary by chapter in the contents list.

Lists of Plates, Figures, Maps and Tables
- The headings for these sections should be in the form 'Figures', 'Plates', etc. (*not* 'List of Figures'). However, in law books 'Table of Cases', 'Table of Statutes', etc. should be in full.
- Captions should follow minimum capitalisation (i.e., sentence case).
- Only the number (not the label – e.g., 'Figure') should be included with each item in the list (e.g., '1.1 Word analysis').
- The number of the table, plate, figure, etc. should not be followed by a point.
- Shortened captions may be used (where the full version is in the text) with approval from the Content Manager to ensure permissions have been satisfied.
- If there are three or fewer figures, tables, etc., it may be best to omit a list from the prelims altogether. This should be queried with the book's Content Manager.
- When there is just one figure (or similar) and it must be retained, the page's title should be 'List of Figures' in the table of contents but just 'Figure' on the page itself.

Preface
- The name of the author or volume editor should not appear at the end of the preface (or any other section in the prelims). The exception to this is if the book has more than one author/volume editor and not all of them have written the section concerned; in this case, the names of the relevant authors/volume editors should be included. Dates of writing and/or author/volume editor affiliations and locations should not appear.
- If the author of the preface (or another section in the prelims) is not the author or volume editor of the book then their name, role and affiliation should be included, and their name should also be included in the table of contents. The preface should be renamed 'Foreword'.
- Notes should be avoided in prefaces and forewords and moved or incorporated into the text if possible. If references must be included, those in notes should ideally be moved into the main text.

1.2 Order of Preliminary Pages

The order and positioning of the prelims should be as follows (R = recto; V = verso; F = fresh page). Not all of these will be present in every book.

Item	Starting on	Comments
Half-title page	R	• Only the main title should be included; the subtitle should be removed. • An author bio and blurb should normally be included. Note that for medicine titles the half-title page includes only the book title.
Series page	V	• This normally appears on the half-title verso. • Note that series titles – for example, Cambridge Companions to Literature – should appear in roman, whereas titles of individual books – for example, *The Cambridge Companion to Joseph Conrad* – should appear in italic. • Series lists may appear at the back of the book.
Frontispiece	V	• This should appear opposite the title page and should not be set landscape. Captions should be beneath or close by. • If there is both a series page and a frontispiece, the series page is generally placed on recto with the frontispiece on the following verso, opposite the title page.
Title page	R	• Do not use 'by' for authored books, or 'and' between the names of authors. • Author affiliations should be included where possible. These should be anglicised where possible; for books with two or more authors, avoid a mixture of anglicised and non-anglicised affiliations. • If not part of an affiliation's name any location names should be deleted (e.g., change 'Harvard University, Cambridge, MA, USA' to 'Harvard University'). The exception is lesser-known affiliations (especially organisations rather than universities) where the country or city would be helpful, or institutions with the same name where there is a risk of ambiguity otherwise (e.g., 'Trinity College, Dublin' and 'Trinity College, Hartford').
Imprints page	V	• This page should not be edited. Any potential errors or missing information should be flagged by the copy-editor for the book's Content Manager.
Dedication	R	• The dedication, if present, should appear opposite the imprints page.
Epigraph	R	• The epigraph, if present, should appear on a recto if possible. • Do not include quotation marks around epigraphs. • The source line appears below the epigraph. Only the author's name and the work's title are required in the source line; further citation isn't required. Source lines are preceded by an em rule or nothing at all.

Contents	R	• Not 'List of Contents' or 'Table of Contents'; just 'Contents'. Make sure all prelims and endmatter are listed and that they are in the correct order. • The word '*page*' should be added before the first page number in the list. Delete any dotted lines between items and their page numbers. This should be checked at proof stage. • Chapter numbers are given in the form '1' (i.e., Arabic numeral); part numbers in the form 'Part I' (i.e., Roman numeral) or 'Section 1' (i.e., Arabic numeral) for STM titles; appendix numbers in the form 'Appendix A' (i.e., uppercase letter). • Always cross-check chapter titles and contributor names between the contents list, chapter openings and the list of contributors. • Ensure that there are no full points or colons after chapter numbers or subheading numbers.
List of plates, figures, maps, tables, boxes or music examples	F	• If included, these should follow this order: plates, figures, maps, tables, boxes, music examples. • Short lists can be run on (i.e., appear on the same page, e.g., 'Figures and Tables'. • The words 'List of' should appear in running heads and in the table of contents, but not in the main heading. • The word '*page*' should be added before the first page number in each list. • These lists are quite rare in STM books.
List of contributors /Notes on contributors	F	• The words 'List of' or 'Notes on' should appear in running heads and in the table of contents, but not in the main heading. • Contributor affiliations should be included here where they exist, rather than at the beginning of each chapter. These should be anglicised where possible; avoid a mixture of anglicised and non-anglicised affiliations where possible. Names of institutions should be given in the same form if they appear in two or more entries. • Remove email addresses unless instructed otherwise. • URLs to author websites should be removed unless instructed otherwise. • Publishing information for works mentioned in author bios should be presented consistently.
Foreword	R	• Only qualifies as a foreword if written by someone other than the author, who should be credited at the end (or at the beginning) of the foreword and in the contents list. • Dates and locations should be removed from the credit line. • Should always precede the preface. Avoid notes and references if possible.
Preface	R	• The author's name and date should not be included unless instructed otherwise. • Avoid notes and references if possible. • If there are prefaces from more than one edition of the book, these should appear with the most recent first.
Acknowledgements	F	• Frequently, they include long lists of names. The author's ordering should be retained.

Note on the text/ Author's note	F	• May include any conversion tables, lists of symbols, sigla, etc.
Chronology	F	• Very short entries should be unpunctuated, but those constituting sentences should be given a full stop.
Glossary	F	• Usually included at the end of the prelims only if short; a longer glossary generally goes at the end of the book, before the bibliography or list of references. • Remove any final full stops from the ends of entries.
Table of cases, statutes or legislation	F	• Often present in law titles. • 'Table of' should be retained in the main heading (as well as in the table of contents and running heads).
List of abbreviations	F	• 'List of' only appears in contents and running heads. Page title should just be 'Abbreviations'.

2 Main Text
2.1 Punctuation
Commas
- Regardless of the style being followed, the serial comma – if used at all – should be used consistently. The serial comma is also sometimes known as the 'Oxford' or 'series' comma.
- The author's general style of comma use should be retained (e.g., subjective commas should not be added if the author's style is for minimal commas). Commas that are grammatically incorrect or confuse the meaning of the sentence should be corrected.

Colons
- In UK style, when a colon is used within a sentence, the first word following the colon should be in lower case unless it is a proper noun.
- In US style, when a colon introduces a complete sentence, a quotation or a question, the first word following the colon should be capitalised.

Hyphens, En Rules and Em Rules
- Spaced en rules (or 'en dashes') must be used for parenthetical dashes. Hyphens or em rules ('em dashes') will not be accepted for either UK or US style books. En rules (–) are longer than hyphens (-) but shorter than em rules (—).
- En rules must be used in numerical ranges, rather than hyphens or em rules (e.g., 'pp. 97–107', '1939–1945', '15–20 per cent').
- A hyphen should be used to provide clarity in an adjectival compound preceding a noun (e.g., 'a high-profile report'). However, a compound consisting of an adverb ending in '-ly' followed by an adjective should not be hyphenated (e.g., 'a largely irrelevant proposal'); and a hyphen should not be inserted in a compound beginning with 'already', 'more', 'less', 'least', 'very', 'then' or 'much' (e.g., 'already established', 'least certain') unless there is a risk of ambiguity.
- An en rule should be used when creating an adjectival compound from two or more proper nouns (e.g., 'the Nazi–Soviet Pact', 'Chinese–Japanese relations'; *but* 'Sino-Japanese relations'). En rules are also used when the first part of a compound does not modify the meaning of the second part, thus in a sense standing in for the word 'to' or 'and', and implying a relationship between the elements (e.g., 'doctor–patient confidentiality', ''input–output ratio', 'red–green colourblind').
- When one of the elements of an adjectival compound consists of an open compound, in UK style, a hyphen should be used (e.g., 'a post-World War II society'). However, when following US style, either an en rule or hyphen may be used, depending on the author's preference, as long as it is consistent (e.g., 'a post–World War II society').

Brackets
- In UK style, round brackets should be used for nested parentheses (parentheses within parentheses) – for example, 'as has been noted (and as Jones (1989) maintains)'. Square brackets should be used for editorial interpolations within quoted matter.
- In US style, square brackets should be used for nested parentheses – for example, 'as has been noted (and as Jones [1989] maintains)'. Square brackets should also be used for editorial interpolations within quoted matter. Round brackets in quoted matter should be retained, even if the quotation itself is in parenthesis.
- In Canadian style, either approach is acceptable.
- In quotations, it is not necessary to use square brackets for ellipses or to show a change in capitalisation at the beginning of a quotation. However, they must be retained for quotations from legal texts.

Quotation Marks
- When following UK style, single quotation marks must be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations

within quotations (which should have double quotation marks). Punctuation should follow closing quotation marks except when the quoted text contains a grammatically complete sentence beginning with a capital letter.

- When following US style, double quotation marks must be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations within quotations (which should have single quotation marks). Punctuation should precede closing quotation marks (except for dashes, colons, semicolons and question marks, unless these are part of the quoted matter).
- When following Canadian style, quotation marks should follow the same rules as for US style.
- The opposite type of quotation marks may be used for scare quotes if the author wishes. Scare quotes should be used sparingly and generally for their intended rhetorical purpose (i.e., to alert readers that a term is being used in a non-standard (or slang), ironic or other special sense). Italic is preferred for emphasis.
- In a book on a subject such as philosophy, logic or linguistics, an author may want to maintain a particular distinction between the use of single and double quotation marks. For example, they may want to use single quotation marks when a word is mentioned, and double quotation marks when the word is defined. The use of such a specific system should be agreed before a book enters production. If a copy-editor thinks this kind of mixed system is being used, they should flag it to the Content Manager.
- Epigraphs should not be in quotation marks. The source should be on the line below, containing only the author's name and the work's title; it should be preceded by an em rule or nothing at all.
- Quotation marks should not be used after phrases such as 'so-called' or 'known as'.

Apostrophes
- When using an apostrophe to indicate the possessive case, a consistent approach should be taken to the question of whether an apostrophe following a name ending in 's' should be followed by a final 's' (e.g., 'Gauss' flux theorem' or 'Gauss's flux theorem').
- Ancient names ending in 's' should have no final 's' after an apostrophe, except when the name has only one syllable (e.g., 'Zeus's father was Cronus').

2.2 Spelling
General
- Spelling should normally be standardised throughout the book. In some contributory titles, however, it is acceptable for spelling to be standardised within each chapter only – this will be indicated in the copy-editorial brief.
- If a field-specific term is not spelled in a way that matches the book's style, the copy-editor should query this with the author and retain it if the author wishes.
- Spelling style must be completely consistent with grammar and punctuation (e.g., UK spelling must be used with UK grammar).

UK Spelling
- Spelling should be standardised to either -ise or -ize endings, as specified in the copy-editorial brief.
- Spelling and hyphenation should follow the *New Oxford Dictionary for Writers and Editors* (*ODWE*; Oxford University Press, 2014), or the *Oxford Dictionary of English* (3rd ed., Oxford University Press, 2010) for queries that cannot be resolved by consulting *ODWE*. If a word does not appear in either of these resources, the author's spelling should be followed.
- Examples of British English are 'labour', 'grey', 'centre', 'defence', 'anaemia', 'labelled', 'fulfil', 'acknowledgements', 'programme' *but* 'computer program'.
- Regardless of whether the spelling style is UK -ise or -ize, words ending in '-yse' should be spelled with an 's', never a 'z' (e.g., 'analyse', 'catalyse').
- Either 'focusses/focussing' or 'focuses/focusing' is acceptable, as long as it is consistent.

US Spelling
- Spelling and hyphenation should follow *Merriam-Webster's Collegiate Dictionary* (11th ed., HarperCollins, 2003) and its online version (www.merriam-webster.com). If a word does not appear in these resources, the author's spelling should be followed.
- Examples of US English are 'labor', 'gray', 'center', 'analyze', 'defense', 'anemia', 'labeled', 'fulfill', 'acknowledgments', 'program'.
- 'Focuses/focusing' should be used.

Canadian Spelling
- Spelling and hyphenation should follow the *Canadian Oxford Dictionary* (2nd ed., Oxford University Press, 2004). If a word does not appear in this resource, the author's spelling should be followed.
- Note the following key aspects of Canadian spelling:
  - -ize endings
  - -our (rather than -or) endings (e.g., 'colour')
  - -re (rather than -er) endings (e.g., 'centre')
  - -ce (rather than -se) endings (e.g., 'defence')
  - double 'l' in words such as 'labelled', 'travelling', 'modelled'
  - no 'ae' in words such as 'anemia', 'encyclopedia'
  - 'acknowledgements'
- For words beginning with prefixes such as 'co-', 'non-', 're-', etc., follow and standardise what the author has opted for if not listed in the dictionary.

2.3 Capitalisation
- The book's title, subtitle, part titles, chapter titles, headings, subheadings and running heads should all follow maximum capitalisation.
- Headings in languages other than English should follow the capitalisation rules of the language concerned – for example, headings in Latin should follow minimum capitalisation.
- Quotations in headings should have maximum capitalisation applied, unless the quotation is very long and doing so would look unusual, or it is a literary quotation where the original capitalisation must be retained.
- Titles should be capitalised if they appear immediately before a name (e.g., 'Prime Minister Winston Churchill'), but should not be capitalised when following a name ('Winston Churchill, prime minister of the United Kingdom') or being used in place of a name ('the prime minister'). For exceptions, refer to Section 8.20 of *The Chicago Manual of Style* (17th ed.).
- Whether or not job titles should be capitalised depends on the context: if a job title is preceded by an article, it should not be capitalised (e.g., 'She is a professor of history'); if there is no article, it should be capitalised (e.g., 'She is Professor of History').
- Names of academic subjects should not be capitalised unless they form part of a department or course name (e.g., 'he teaches in the Department of Social Anthropology'; 'she teaches in the history department'; 'he signed up for Zoology 3B'; 'they are studying inorganic chemistry').
- Names of degrees should not be capitalised when written out (e.g., 'bachelor of science', 'a master's degree').
- Titles of works should follow maximum capitalisation in the text (e.g., '*The Spy Who Came in from the Cold*'; '*One Flew over the Cuckoo's Nest*'; '*Blood on the Tracks*'). Note that series titles – for example, Cambridge Companions to Literature – should appear in roman.
- For guidance on capitalising (and italicising) the definite article at the beginning of newspaper, magazine and journal titles, refer to Section 8.170 of *The Chicago Manual of Style* (17th ed.).

Rules for Maximum Capitalisation
- The following should be capitalised: the first and last words; all nouns, pronouns, verbs, adjectives, adverbs and subordinating conjunctions (e.g., 'if', 'because', 'that').

- The following should *not* be capitalised unless they are the first or last word: articles; prepositions (except when used adverbially or adjectivally); coordinating conjunctions (e.g., 'and', 'but', 'or', 'for'); 'to' when used as part of an infinitive; 'as' in any grammatical function.
- Prepositions longer than five letters, such as 'between' or 'through', may be capitalised in the book's title if the author would prefer. This is an exception and should not occur elsewhere.
- If a heading contains a quotation, maximum capitalisation should be imposed on the quoted matter, unless it is an extensive quotation or the original capitalisation must be retained (e.g., a literary quotation).
- If a heading contains a colon, the first word after the colon should be capitalised.
- The following rules apply to hyphenated compounds:
  o The first element should be capitalised.
  o Subsequent elements should be capitalised, with the exception of articles, prepositions, coordinating conjunctions, and modifiers such as 'flat' and 'sharp' following musical key symbols (e.g., 'State-of-the-Art Technology', '*Butcher's Copy-Editing*').
  o If the first part of a word is a prefix such as 'anti-' or 'pre-' that could not stand on its own as a word, then the second part should not be capitalised unless it is a proper noun or proper adjective (e.g., 'Pre-eminent Mathematicians', 'Non-Christian Religions', 'Pre-Shakespearian Poets').

2.4 Small Capitals
- For books using non-lining (old-style) figures (this should be noted on the brief), small capitals should be used for:
  o era designations (e.g., 'AD', 'BC')
  o 'AM' and 'PM' (though 'a.m.' and 'p.m.' are also acceptable)
  o capitalised Roman numerals (e.g., 'vol. IX'), except in the names of monarchs, popes, etc. (e.g., 'George V') and in citations where Roman numerals are used to indicate the century (often found in French titles; e.g., 'XIXe siècle')
- In books using lining figures (this includes the majority of STM books), full capitals should be used in all of the above instances.
- Note that letters need to be in lower case before they can be converted to small capitals.

2.5 Italic and Bold
- Names of works should generally appear in italic (e.g., *The Selfish Gene*, *Rubber Soul*, *The Seven Samurai*, *Eastenders*). Exceptions to this include song titles, individual television episodes, journal articles and chapter titles, which should appear in roman and within quotation marks. Names of book series should be in roman.
- When names of newspapers, journals and so forth appear in running text, they should be italicised, and most often the initial article (i.e., 'the', 'a') should be in lower case and in roman, as part of the syntax of the sentence, for example:
  o 'It was reported in the *New York Times* that …'
  o 'A *Wall Street Journal* article came out in 2009 …'
- It is strongly preferred to use italic for emphasis of words or phrases within a sentence, rather than bolding, underlining or quotation marks. Furthermore, overuse of italic can be distracting and lose its rhetorical impact, so authors should aim to employ it sparingly.
- Some authors prefer to italicise cross-reference indicators (e.g., '*see* Section 2.3' or '*see also* Mora (2015)'). This is fine to retain if consistent, but roman is also acceptable.
- In running text, bolding on words or phrases should usually be reserved for glosses. Bolding can be jarring to a reader, so its overuse should be avoided as much as possible.
- For uses of italic for languages other than English, see Section 2.11.

2.6 Dates

General
- Pairs of dates should be elided consistently (e.g., '1972–3' or '1988–95'). However, note the following:
    - BC dates should not be elided, and if necessary 'BC' should be included after each year to avoid ambiguity (e.g., '155 BC–65 BC').
    - Dates in titles or headings should not be elided (unless they appear in the title of another, cited work).
- 'AD' and 'AH' (Islamic date: *anno Hegirae*) should precede the year (e.g., 'AD 2003'); 'BC', 'BCE', 'CE' and 'BP' should follow it (e.g., '55 BC').
- Note the following preferred formats: 'the nineties', '1990s', *not* '1990's'.
- The names of centuries should be written out (e.g., 'in the eighteenth century'; 'seventeenth-century art'; 'in the mid eighteenth century'; 'mid seventeenth-century art'; 'early sixteenth century'). Note that no hyphen is needed after 'mid', 'early', etc. The exception is archaeology books, which generally use numerals (e.g., '17th century'). In this case, superscript (e.g., '17th') should not be used.

UK Style
- Dates should be in the format '27 November 1942'.

US Style
- Dates should be in the format 'November 27, 1942'. If no day is provided, a comma is not needed between the month and year (e.g., 'May 2002').

Canadian Style
- Dates should be in the format '27 November 1942' or 'November 27, 1942'.

2.7 Numbers

General
- A sentence should not begin with a numeral. The number should be written out (e.g., 'Twenty-nine tests were completed') or the sentence reworded appropriately.
- Numbers with units should always be expressed using numerals with a fixed thin space (Unicode 00A0) between the number and the unit (e.g., '55 mm', '32 s', '4 kg').
- Units of time used in a general (non-STM) context should be written out (e.g., 'two days'; 'twenty years'; *but* 'the average result was 5.4 s').
- In HSS titles, ages should be written out up to ninety-nine (e.g., 'a three-year-old child'; 'she was three years old'). In STM titles, they should be written out up to nine.
- Ordinal numbers should not be expressed using superscripts (e.g., '3rd' should not appear as '3rd').
- Decimal numbers between 0 and 1 should have a zero before the decimal point (e.g., for statistical probabilities such as 'p = 0.005').

Humanities & Social Sciences (HSS)
- Numbers from one to ninety-nine inclusive should be written out. When some of the numbers referred to in a discussion fall within this range and some do not, all of the numbers should be expressed using numerals (e.g., 'Out of a total of 200 tests, 67 were positive, 103 were negative and 30 were declared invalid').
- In numbers consisting of four or more digits, a comma should be inserted before each group of three digits (e.g., '3,000', '11,000').

Science, Technology & Medicine (STM)
- Numbers from one to nine inclusive should be written out. When some of the numbers referred to in a discussion fall within this range and some do not, all of the numbers should be

expressed using numerals (e.g., 'Out of a total of 29 tests, 9 were positive, 17 were negative and 3 were declared invalid').

- In numbers consisting of five or more digits, a thin space before each group of three digits is preferable (e.g., '5000' *but* '72 000'). (In tables, this should be done for numbers consisting of *four* or more digits (e.g., '1 436') to maintain alignment between numbers.) However, a comma, rather than a thin space, may be retained if used consistently.

UK Style
- 'Per cent' should be two words. In HSS titles, percentages should be expressed using numerals, with the words 'per cent' spelled out (e.g., '25 per cent'); exceptions to this are technical discussions or in a series of comparisons where a group of percentages would look better with the '%' sign. The '%' sign may also be used in tables and figure captions. In STM books, either '%' or 'per cent' may be used, depending on the author's preference, as long as it is consistent.

US Style
- 'Percent' should be one word. In HSS titles, percentages should be expressed using numerals, with the words 'percent' spelled out (e.g., '25 percent'); exceptions to this are technical discussions or in a series of comparisons where a group of percentages would look better with the '%' sign. The '%' sign may also be used in tables and figure captions. In STM books, either '%' or 'percent' may be used, depending on the author's preference, as long as it is consistent.

Currencies
- In technical discussions (especially in economics or finance-related titles), or where a series of monetary values are compared, currency amounts may be given in figures throughout (e.g., '$15' rather than 'fifteen dollars'). However, if a monetary value occurs in an isolated discussion then the currency should be written out in full, in accordance with the title's usual rules for numbers; therefore, one to ninety-nine would be written out for an HSS title (e.g., 'fifteen dollars' but '200 dollars').
- In technical discussions, we do not have a preference for whether currencies are written out (e.g., 'thirty dollars', 'eighty pounds', '100 euros'), given with symbols (e.g., '$30', '£80', '€100') or given with currency codes (e.g., 'USD 30', 'GBP 80', 'EUR 100'). The author's preference for currency presentation should be retained, but it should follow a single consistent system throughout, unless different presentations are relevant to the discussion.
- Decimal points are not required for whole numerical values, except in a mixed discussion with fractional amounts (e.g., 'The chair cost £25' *but* 'Prices ranged from £4.75 to £9.00').
- For sums of a million or more, typically a mixture of numerals and spelled out numbers should be used for readability (e.g., '$35 million', '£1.5 billion').
- Unless clear from context, currency symbols that may refer to multiple currencies (e.g., '$') should be clearly identified (e.g., 'C$200', 'Can$200' or 'CAD 200' for 200 Canadian dollars; 'NZ$500' or 'NZD 500' for 500 New Zealand dollars).
- Where currency codes are used, a space should separate the number and code (e.g., 'USD 35'), with the code preceding the number. The authoritative source on currency code designations is the International Organization for Standardization (ISO 4217). This information is maintained and made available for free online by SIX: www.six-group.com/en/products-services/financial-information/data-standards.html.

2.8 Abbreviations
- Abbreviations should be spelled out in full in the first instance (unless very well known, e.g., MRI).
- If an abbreviation is spelled out in the frontmatter, it should be spelled out again in its first instance in the main body of the text.

- Abbreviations do not need to be spelled out in full in headings, as long as they are in the main text. This also applies to captions in the List of Figures, Tables, etc.
- Acronyms (e.g., AIDS, NATO) and initialisms (e.g., WTO, USA) should be rendered without full points.
- In books following UK style, contractions should not be followed by a full point (e.g., 'Mr', 'St', 'Jr', 'Revd'); in books following US style, contractions should be followed by a full point (e.g., 'Mr.', 'St.', 'Jr.', 'Revd.').
- Sentences should not begin with an abbreviation: either the abbreviated term should be given in full or the sentence should be reworded.
- 'US' may be used as either an adjective or a noun, similarly to 'UK'.
- The abbreviations 'e.g.', 'i.e.', 'etc.' and 'cf.' should be avoided in running text. (It is fine to use them within parentheses and in notes.) These abbreviations can be retained in running text in some STM books – this should be instructed in the brief.
- The title 'Professor' should not be abbreviated.
- Abbreviated forms of the names of degrees should be rendered without full points (e.g., 'BSc', 'MA', 'PhD').
- Either 'c.' or 'ca.' is acceptable as an abbreviation of 'circa', as long as it is consistent. There should be a space before the date (e.g., 'c. 1600'; 'ca. 1100').
- Our preferred style is for the word 'edition' to be abbreviated to 'ed.' rather than 'edn'. In textbooks, 'ed.' should always be used; in other books, 'edn' is acceptable if it is used consistently.
- The words 'editor' and 'editors' should be abbreviated to 'ed.' and 'eds.', respectively. The words 'volume' and 'volumes' should be abbreviated to 'vol.' and 'vols.', respectively. 'Edited by' (given before a name) may be shortened to 'ed.' but never 'eds.'.
- Names of university presses should be given in full (e.g., Cambridge University Press should not be referred to as 'CUP' or 'Cambridge'). If Cambridge University Press is mentioned multiple times in a section of main text, 'the Press' may be used after the first instance.

2.9 Lists

- Numbers in displayed numbered lists should take the form '1.' or '(1)', not '1', '(1).' or '1)'. Numbered lists in-text should use '(1)'. (Lower-case Roman numerals or letters may be used instead of Arabic numerals, but lists should be numbered consistently throughout unless a distinction is required.)
- A full point should appear at the end of each item in the list if the list consists of complete sentences only. If the list is a mixture of complete and incomplete sentences, use full points for all for consistency.

2.10 Units

- SI units should be used throughout, unless the topic has widely used alternative standards (e.g., some Earth sciences and medicine disciplines). If non-SI units have been used, this should have been agreed between the author and the commissioning editor at the outset.
- Units should generally start with a lower-case letter when spelled out, including those derived from proper names (e.g., ampere, joule, kelvin).
- Compound units should be presented in a consistent format (e.g., either 'mg cm^{-3}' (preferred) or 'mg/cm^3', not a mixture), and not in a way that requires the use of more than one solidus (e.g., 'J/(g K s)' rather than 'J/g/K/s').

2.11 Other Languages

General

- Detailed information on various languages can be found in Section 11 of *The Chicago Manual of Style*, 17th ed.
- Words from languages other than English that are rarely used in an English context should be rendered in italic; those that are commonly used should be rendered in roman (e.g., 'a

priori', 'ad hoc', 'fait accompli', 'mélange', 'prima facie', 'de facto', 'tour de force', 'coup d'état', 'circa').
- Accents on words should be retained.
- When pluralising, ideally the correct plural form in the original language should be used. However, in cases where the plural is very different to the singular and this may be confusing for the reader, it may be better to simply add an 's'. In this case, the plural 's' should be italic along with the rest of the word.
- Language other than English in the main text should be followed by an English translation in round brackets, unless the meaning is obvious from context. It is also acceptable for the author to use the English, followed by the original language in round brackets, where this is consistent and makes sense.
- Titles in other languages (including Latin) should follow the usual capitalisation practice for that language (e.g., *Le bourgeois gentilhomme*, *Der Richter und sein Henker*, *Historia animalium*). (In the case of French, if an alternative approach is followed – as described in *New Hart's Rules*, 2nd ed., or *The Chicago Manual of Style*, 17th ed., for example – it should be applied consistently.)
- Names of foreign organisations, institutes and universities should be in roman and followed by an English translation of the name in parentheses where possible. Anglicised versions should be used if appropriate and available.
- When the title of a foreign work is mentioned in the text, it should be italicised, and the English translation should follow within parentheses (e.g., 'Proust's *À la recherche du temps perdu* (*Remembrance of Things Past*) was mentioned in the article'). No translation is needed in the reference list or citations in notes.
- Surname prefixes such as 'de', 'von', 'della' and 'van' should usually be in lower case except when beginning a sentence or heading, or if the person specifically capitalises it. If the name is at the beginning of a bibliography entry, the lower case should be retained.
- All translations must be attributed (either with a note or an explanation in the text or prelims).
- When discussing something that is in another language, it may be preferable to paraphrase rather than supply a translation with an extensive excerpt in the original language in the footnotes.

Arabic
- In Arabic the definite article 'al' (or 'el') should be separated from the following noun with a hyphen (e.g., 'al-Islam'). In the index and reference list, alphabetise according to the word after 'al'/'el'.
- Hamzas should be keyed using Unicode character 02BE (ʾ), rather than an apostrophe; ʿayns should be keyed using Unicode character 02BF (ʿ), rather than a single opening quotation mark.

Old English, Middle English, Early Modern English
- English publications or quotations from c. 1700 and earlier (e.g., works by Chaucer or Shakespeare) may use archaic spelling and capitalisation conventions, different to those in modern English. These conventions should be retained; spelling and capitalisation (e.g., of book titles, quotes in headings) should *not* be edited for consistency with modern English. We recommend treating pre-modern English like a foreign language in this sense.
- Old English and Middle English often use letters such as Ð, Þ, Ʒ and Æ. Please ensure the Unicode characters for the ligature and for edh, thorn and yogh are correct (please consult Table 11.1 in *The Chicago Manual of Style*, 17th ed., for a list of Unicode values).

French
- In the names of French organisations and institutions, only the first substantive word and any preceding modifier should be capitalised. The preceding article should not be capitalised (e.g., l'Académie française) unless at the beginning of a sentence. Note that the names of some French organisations do not follow this convention (e.g., Crédit Agricole).

- Superscript French ordinals should be retained (e.g., 'le XIIIe siècle').

German
- German nouns should be capitalised (e.g., 'ein Haus', 'das Dasein').
- German adjectives derived from proper names should be in lower case when used generally (e.g., 'die deutsche Literatur') but capitalised when used specifically (e.g., 'der Deutsch-Französische Krieg').
- German polite pronouns (e.g., 'Sie', 'Ihr', 'Ihnen') should be capitalised; other pronouns should be in lower case (e.g., 'du', 'dich', 'ihr', 'euch').

Italian
- In Italian, if a title precedes a proper name, it should be in lower case (e.g., 'la signora Rossi').

Spanish
- In Spanish, if a title precedes a proper name, it should be in lower case (e.g., 'el señor López'). If the title is abbreviated, however, it should be capitalised (e.g., 'el Sr. López').

Other Languages
- In some cultures – for example, Chinese, Japanese, Korean and Vietnamese – the order a name is presented is family name first followed by given name. This should be retained in the text, as well as in the bibliography or list of references (inversion should not be applied). The exception is for individuals who have anglicised their names, in which case names in the text may be given as forename followed by family name. The author should be consulted before any global changes are applied; where the presentation of names is consistent, it should be retained.
- Romanised (transliterated) words and phrases from languages with non-Roman alphabets (e.g., Japanese, Russian, Arabic) should be rendered in italic, with the exception of proper names, which should be in roman. If used throughout the book, the Romanised word or phrase may be rendered in italic on first mention and in roman subsequently. The original non-Roman characters should be in roman.

2.12 Transliteration
- Cambridge University Press does not have a single favoured system for transliteration; we defer to the author's preference and expertise in such cases. Our requirements for transliteration systems are (1) that the same system is used consistently throughout the book and (2) that the system is clear and coherent to the reader.
- In general, we prefer systems of transliteration that minimise the use of excessive diacritics or breath marks, as these are more prone to inconsistencies and errors during typesetting.
- Accuracy of transliteration is the author's responsibility. The copy-editor should look for obvious inconsistencies (and flag them to the author), but they are not expected to be the authority on transliteration. The author will need to check their transliteration very carefully when preparing their manuscript.
- It is always beneficial to the reader to indicate which transliteration system has been followed throughout the book. We recommend noting this information in the prelims (e.g., in the Preface or Note on the Text section), or in an early footnote within the main text.
- While there are many valid and recognised systems of transliteration (many of which are discipline-specific) some general resources to consult include:
  o Library of Congress, Romanization Tables: www.loc.gov/catdir/cpso/roman.html
  o International Organization for Standardization (ISO) Romanizations: https://www.iso.org/home.html

2.13 Extract Quotations

- Quotations of fewer than about 60 words should be in running text rather than displayed, unless they are of particular importance or the focus of discussion.
- Displayed extracts should not be enclosed in quotation marks.

2.14 Ellipses

- Indicate ellipses with a series of three fixed points using Unicode character 2026 (…).
- Ellipses should have no square brackets around them unless there is a particular need to distinguish the author's own ellipses from those that occur in quoted text. However, they must be retained in quotations from legal texts.
- Ellipses of three points need not be accompanied by a further full point when the quoted sentence is grammatically complete, as long as the following sentence starts with a capital letter. However, if the author preference is for a full point at the end of the sentence, this may be retained, ensuring there is a space before the ellipsis.
- Ellipses at the beginning and end of quoted matter should only be retained if necessary for sense.
- Ellipses should have variable spaces on either side, unless ending a sentence.

2.15 Headings

General

- All kinds of heading must follow maximum capitalisation (see Section 2.3).
- Date ranges in headings should not be elided.
- Unless instructed otherwise by the brief or design specification, chapter opening pages should feature the chapter number in Arabic numerals, without 'Chapter' preceding it. The chapter title should sit on the line below with any subtitles on the line below that. There should be no punctuation between any of these.
- Note indicators on headings should be avoided where possible, moving them to the nearest appropriate place.

Subheadings

- Numbering of headings and subheadings should be clear and consistent. Numbering decimally by chapter is preferred, especially if the author cross-references to other sections of the book. Unnumbered headings are also acceptable; these are more common in humanities titles, such as history and literature, but uncommon in STM titles.
- Appendices should use uppercase letters (e.g., Appendix A).
- If the introduction is an unnumbered chapter, decimally numbered headings should ideally use 'I' (e.g., 'I.1') for HSS titles and '0' (e.g., '0.1') for STM.
- Subheadings numbered decimally by chapter should appear as follows: the first A heading in Chapter 1 should be numbered '1.1', the first B heading beneath that A heading '1.1.1', and so on. Other systems may also be acceptable if they are clear and consistent.
- Subheadings below C-level (e.g., beneath the C heading numbered '1.1.1.1') should be left unnumbered, unless the brief states otherwise. Exceptions to this should be agreed before the book enters production.
- There should be no punctuation after subheading numbers (e.g., '1.1 Napoleon's Coronation').

Punctuation

- Colons should be used in headings rather than spaced en rules (e.g., 'Conceptualising the System: Dealing with Connectivity' is preferred to 'Conceptualising the System – Dealing with Connectivity'). However, the use of two or more colons in a heading should be avoided (e.g., 'An Introduction to Literary Tourism: Southern Europe' or 'Introduction: Literary Tourism in Southern Europe' is preferred to 'Introduction: Literary Tourism: Southern Europe'). Where it cannot be reworded, the second colon should be replaced by a spaced en rule.

- Neither headings nor their numbers should be followed by a full point.

Running Heads
- Running heads should follow maximum capitalisation and should not exceed approx. 50 characters (including spaces) in length.
- If any of the running heads exceed this, the copy-editor should supply a list that includes shortened running heads where appropriate, which should be approved by the author.
- Running heads should retain the numbering (if any) of the section to which they refer (e.g., part number, chapter number, subheading number).
- Running heads should be omitted on blank pages; on pages beginning with a part title, chapter title or main heading; and on pages containing turned illustrations or tables (unless navigating a long sequence of these would be difficult without running heads).
- In a book with end-of-book notes, this section's running heads should be in the format 'Notes to Pages xxx–xxx').

2.16 Cross-References
- Cross-references in the text to the location of tables, figures and so on should be explicit (e.g., 'as indicated in Table 3.1' rather than 'as indicated in the table above').
- References to specific components of the book should have an initial capital (e.g., 'as discussed in Chapter 1', 'as indicated in Figure 1.1').
- References to components of other books should be in lower case (e.g., 'in chapter 2 of Smith').
- Spatial references, such as 'above' and 'below' should be avoided by using the specific section where possible (e.g., 'In Chapter 1, I discussed…', 'This phenomenon is illustrated in Figure 2.3'). References to internal page numbers should be avoided where possible.
- The following forms are acceptable when accompanied by a number: Fig., Eq., Ex. Plurals are also permitted (e.g., Figs, Exx.). All other elements should be spelled out: Table, Section, Theorem.
- Equation numbers should be parenthesised and referred to as either Eq. (1.1) or just (1.1). Use 'Equation (1.1)' at the start of a sentence.

2.17 Notes
- Either footnotes or endnotes are acceptable.
- Notes should usually be numbered from '1' by chapter in a consecutive sequence, using Arabic numerals.
- Note indicators should follow punctuation. Where possible, a note indicator should be located at the end of the sentence to which it relates, or following a natural break in the sentence. There should be no more than one note indicator at a particular location.
- Wherever possible, note indicators attached to headings should be avoided. (The end of the first sentence following the heading may be a suitable alternative location for the note indicator.)
- Note numbers (whether for footnotes or endnotes) should not be followed by a full point.
- A general note of acknowledgement should be presented as an unnumbered footnote on the chapter opening page.

2.18 Tables
- Table captions should follow minimum capitalisation.
- Tables should ideally always have captions, be numbered and be cited in the text to aid accessibility.
- Tables should have more than one column and row; if they do not, they should be reformatted as lists.
- All table text, including column headers, should follow minimum capitalisation.

- Spanner rules should clearly show the grouping of column headings under each superior heading. For example:

Conservatives		Labour		Liberal Democrats	
Male MPs	Female MPs	Male MPs	Female MPs	Male MPs	Female MPs

  not:

Conservatives	Labour	Liberal Democrats			
Male MPs	Female MPs	Male MPs	Female MPs	Male MPs	Female MPs

- Note indicators in tables may be in the form of superscript letters or numbers, reflecting the order in which the notes appear in the table (from left to right in each row, then from top to bottom). Sequences of note indicators in tables should be independent of the sequence of note indicators in the main text.
- Where required, units should appear at the end of column headings in parentheses.
- Where applicable, the source for the table should be given in shortened form as a table source note; it should not be included as part of the table title. Full details of all table sources should be given in the list of references.
- Tables containing paragraphs of text are difficult to read in both print and ebook formats; this should be avoided where possible and the content reformatted to an alternative presentation, such as boxes or lists.

Long Tables
- Overly long tables should be avoided wherever possible. Tables that are too long do not translate well to digital formats, and so may be rejected by third-party ebook vendors. They can also lead to a poor user experience for those viewing the tables onscreen if the table is too big to be displayed on a single page, meaning that panning is required to view all the content.
- If possible, tables should contain fewer than 10 columns and 100 rows, or be fewer than 4 pages in length. Copy-editors should flag any tables exceeding this length to the Content Manager for advice.
- If you have very long tables, please consider if they could be reformatted in one of the following ways:
  o Split large tables into a series of smaller tables.
  o Move long tables to appendices, where they can be accommodated in print versions of the book and as a separate 'additional resource' for the ebook.
  o If tables are comprised primarily of text (i.e., rather than numerical data), see if they can be reformatted as lists or boxed content.
  o Where the table is being used solely for layout purposes, consider capturing the table as a figure instead and supplying alt text so those using screen readers can access the information.
- Tabs, line breaks and/or empty cells should not be used to lay out the data in table cells. This cannot be replicated in digital formats (e.g., ebooks).

2.19 Figures
- Figure captions should follow minimum capitalisation and end in a full stop. Short labels (e.g., 'Trachea') should not have terminal punctuation.
- All figures must be numbered and cited in the text.
- Where figures consist of two or more parts, those parts should be labelled and the labelling should follow a consistent system (if more than one figure in the book has parts). Letters (i.e., '(a)', '(b)', '(c)') or similar should be used rather than descriptive phrases (e.g., 'top left', 'bottom left' and 'right' panels).

2.20 Plate Sections

- Plate captions and labels should follow minimum capitalisation and end in a full stop.
- Where a book contains a colour plate section and the same figures are not reproduced in black and white in the main text, the figures in the plate section should be numbered as plates. If you have both a colour version and black and white version of an image, then call both of them 'figures'.
- Plates should be consecutively numbered (e.g., 'Plate 1', 'Plate 2'); decimal numbering is not needed.
- Where a book contains a colour plate section and the same figures also appear in black and white in the main text, the numbering in the former should correspond to the numbering in the latter (i.e., the colour figures should retain the numbering of the black and white images in the main text). A reference to the corresponding colour figure should accompany each black and white image, preferably using the following wording: 'A black and white version of this figure will appear in some formats. For the colour version, refer to the plate section.'
- If some – but not all – figures are reproduced in colour as plates, they should all be labelled decimally by chapter as figures.

2.21 Websites and Email Addresses

(See also Section 3.5)

- The terms 'website' and 'email' should be written as single words; 'ebook' should be one word (no hyphen); 'internet' should be in lower case.
- URLs should be presented in full, should not be placed within angled brackets (unless following a legal referencing system where this is common, such as OSCOLA) and should be kept as short as possible, as the reader is unlikely to key in a long URL.
- 'http://' and 'https://' should not be included before 'www.'. However, if a URL does not include 'www.' then the 'http://' must be included.
- Sentences that include URLs or email addresses should be punctuated normally (e.g., 'Information about the Society of Indexers is available at www.indexers.org.uk.').
- If 'last accessed' dates are included, they should be included for all URLs in the typescript. However, 'last accessed' dates are not required in general.
- URLs over approx. 80 characters long should be shortened using a website such as www.bitly.com. Readers of the print book are unlikely to key in URLs that are overly long or that contain strings of numbers, so URLs should be made more practical where possible. In some instances, it might make sense to reduce the URL from a specific page of a website to the more general webpage (where this does not affect the reader's ability to find the content and when a specific page is not important to a citation). The copy-editor should consult with the author if this situation arises.
- The accuracy of URLs is the author's responsibility, so these should be checked prior to submission of the manuscript. However, copy-editors should spot-check these and flag any problematic URLs to authors.
- URLs should always be written out and never embedded into text (e.g., always 'https://plato.standford.edu', never 'the Stanford website').

2.22 Miscellaneous Grammar Points

Use of 'That' and 'Which'

- Strictly, a defining clause should be introduced using 'that' and not separated from the rest of the sentence using a comma; a non-defining clause should be introduced using 'which' and separated from the rest of the sentence using a comma or commas. 'That' indicates a specific item, whereas 'which' adds description or extra information about an item. The following examples illustrate this distinction:

     'The author added new material to the last chapter that referred to the UK's departure from the EU.' (I.e., they added new material to the last of the many chapters that referred to the UK's departure.)

'The author added new material to the last chapter, which referred to the UK's departure from the EU.' (I.e., they added new material to the last chapter of the book, which happens to refer to the UK's departure.)

'That' should never be used to introduce a non-defining clause. However, some authors use 'which' to introduce a defining clause, and this is acceptable if applied consistently and clearly. This approach can be clearer if there is another 'that' in the sentence (e.g., 'The collection which includes that particular essay is freely available.').

Contractions
- Unless otherwise instructed, contractions such as 'can't' or 'wouldn't' may be retained.

Initials
- Two presentations of initials are acceptable, as long as they are consistent. They may be spaced with points (e.g., J. R. R. Tolkien) or unspaced with no points (e.g., JRR Tolkien). Unspaced with points is not permitted (e.g., J.R.R. Tolkien).

Sentences Starting with Conjunctions
- Unless otherwise instructed, the author's style regarding beginning sentences with words such as 'And' or 'But' may be retained.

Split Infinitives
- Split infinitives are acceptable and need not be changed.

2.23 Contributory Volumes
- Contributory titles can either be consistent throughout the volume or by chapter only. This will be specified to the copy-editor in their brief. For those with volume-wide consistency, all elements must be standardised throughout (e.g., spelling, referencing style, numbering of headings and language conventions such as transliteration systems).
- For those with chapter-wise consistency, chapter titles in the table of contents should exactly match those in the chapters. This also applies to captions in the Lists of Figures, Tables, etc.
- For those with chapter-wise consistency, a spelling style should be specified for the shared frontmatter sections (i.e., half-title page, Preface, Foreword, List of Contributors, etc.) in the brief. Likewise, any exceptions to chapter-wise consistency should be specified (e.g., if chapters are to retain individual spelling style, but references are to be made consistent throughout the book).
- Contributory volumes that include footnotes, or endnotes at the end of each chapter, should always have the notes beginning from '1' at the start of each chapter.
- It is preferable for contributory volumes with chapter-wise consistency to have end-of-chapter, rather than end-of-book, references.
- Contributory volumes will usually include a List of Contributors in the frontmatter. This can variously include only contributors' names, names and affiliations, or names, affiliations and short biographies. Whichever style is used, ensure that the entries for all contributors are as consistent as possible. The copy-editor should ask the authors/volume editors for any missing information.

2.24 Inclusive Language
- Gender neutral language should be used where appropriate (e.g., 'firefighters' when speaking generically, rather than 'firemen').
- The singular pronoun 'they' is preferred to avoid gender bias, rather than the constructions 'he/she' and '(s)he'. The latter constructions may be used if needed for clarity. 'Themself' is acceptable when referring to the singular 'they'.

- The default masculine should not be used (unless referring to laws or documents that use this). Some authors may decide to specifically use the feminine – where this is deliberately done for impact, it should be retained.
- Individuals should be referred to by the gender they identify with and their chosen name and pronouns. Outdated terms such as 'transgendered' or 'transgenderism' should not be used.
- For terms such as 'Black' and 'White', when referring to ethnicity, the author's capitalisation may be followed if consistent.
- Person-centric language should be used, (e.g., 'White people' rather than 'Whites'; 'a person with schizophrenia' rather than 'a schizophrenic'; 'enslaved people' rather than 'slaves', but 'enslavers' rather than 'slave owners').
- If an author is referring to a particular individual, they should try to use the person's preferred way of being described (e.g., some people prefer 'autistic' and others 'lives with autism').
- 'The' labels should be avoided (e.g., 'the poor', 'the disabled').
- Negative language referring to disabilities should not be used (e.g., 'wheelchair user' rather than 'wheelchair-bound').
- Inappropriate catch-all terms should not be used (e.g., 'Afro-American' should not be used unless it is an accurate descriptor). 'BAME' should be avoided.
- 'Indigenous' should be capitalised when referring to Indigenous peoples and cultures. It should be lower case when referring to plants or animals. However, the specific names for different peoples (nations, tribes, etc.) should be used whenever possible over catch-all terms.
- Appropriate terms for sexual orientation should be used (e.g., 'the LGBTQ+ community' (or similar) rather than, for example, 'the gay community' when referring to the community as a whole). Please refer to the Stonewall (www.stonewall.org.uk/help-advice/faqs-and-glossary/list-lgbtq-terms) and GLAAD (www.glaad.org/reference/terms) online glossaries for up-to-date information.
- 'First world' and 'third world' are outdated terms and should not be used. No terms are perfect, but 'developed' and 'developing' are now more common. LIC, LMIC, UMIC and HIC (lower-, lower-middle-, upper-middle- and high-income countries) may also be used.
- Any potentially offensive language or stereotyping should not be used. If it is necessary (e.g., in a historical context) then it should be treated sensitively and with appropriate context provided for the reader. Please flag instances of this to the Content Manager. The same approach should be followed for terms that may be usual in one culture but offensive in another.
- Where a book uses examples – such as in a textbook – they should be balanced in terms of the people used in them (e.g., a mix of genders and ethnicities) to reflect our diverse society.
- For more information, please consult the Coalition for Diversity & Inclusion in Scholarly Communications: https://c4disc.pubpub.org/guidelines-on-inclusive-language-and-images-in-scholarly-communication

3 Reference Systems
3.1 General

The information that follows should be used as a guideline only. Unless otherwise instructed in the brief, the copy-editor should retain the author's style of referencing, as long as it is clear, consistent and contains all the bibliographical information needed. It does not need to follow the below exactly.

For example, the author's choice of italicisation (e.g., italic for journals but roman for books) and punctuation (e.g., full stop or colon after the work's title) is fine to retain as long as it is clear and consistent. For most titles, the style of the reference list does not need to match the main text exactly (e.g., serial commas can be used in the text but not the reference list) if the author has consistently presented it this way. The Content Manager should be consulted where needed.

Please note: if an author has used a different style guide (e.g., MLA or APA), the copy-editor should follow and standardise to that style for the reference style only, with the rest of the typescript adhering to this style guide.

Type of Reference Section
- A 'reference list' must contain only works that are cited in the text, in conjunction with the author–date or numbered system. A 'bibliography' can contain additional material not cited directly in the text. The correct title must be used.
- Where a bibliography does not contain all works cited in the text it should be headed 'Select Bibliography' (not 'Selected …'). This should only be used with short-title when references are given in full in the first instance.
- 'Further Reading' sections may also be included.

Abbreviations
- Page ranges for chapters may or may not include 'pp.'
- It is acceptable for 'ff.' to be used to mean 'and the following pages', although more specific references are preferable. 'n.' may also be used to reference a note and 'l/ll.' for 'line/lines'. 'Et seq.', 'passim', 'op. cit.', 'loc. cit.', 'idem' (or 'id.'), 'eadem', 'supra' and 'infra' should not be used. However, note that the use of 'id.', 'supra' and 'infra' is acceptable in law books using the Bluebook citation system. 'Passim' is permitted in law titles only. 'Ad loc.' may be used in Classics titles.
- 'Ibid.' may be used in notes but never in in-text references; 'ibid.' should only be used to refer to the directly preceding note, which can only contain one reference. We do not insist on standardisation to italic for 'et al.', as long as it is consistent.
- Journal titles may be either in full or abbreviated but should be treated the same way throughout.

Publisher Information
- If either the place of publication or publisher name is omitted, it should be done so consistently. However, we prefer for at least one of these to be given (the exception is Bluebook, which does not include either publisher or place of publication).
- When the location of a university press is included in the press's name (e.g., Cambridge University Press), it is acceptable to include both the press's geographical location and its name in a reference (e.g., 'Cambridge: Cambridge University Press'), as long as this is done consistently throughout. Omitting the location is also fine.
- Where a publisher has multiple locations, only the principal one should be included.
- Use anglicised versions of place names (e.g., Cologne, Milan, Munich, Prague, Rome, The Hague, Vienna) where these exist.
- University presses and other publishers should always be written out in full (e.g., 'Cambridge University Press', not 'CUP'). (Note that some reference systems allow abbreviations for

press names, such as OSCOLA, in which case this may be retained.) Publishers with non-English names should be retained in their original language, not anglicised.

- US state abbreviations may be included or omitted, but should be standardised (e.g., 'MA' or 'Mass.') and made consistent. If the place of publication is not well known or could reasonably be confused with another place of the same name, the state, province or country should be indicated (e.g., 'Cambridge, UK' versus 'Cambridge, MA'). If the publisher's name includes the state name, there is no need to include the state abbreviation (e.g., 'Indiana University Press'). However, if the author has consistently included state abbreviations throughout their typescript, there is no need to delete those that may not be strictly necessary.

Punctuation
- Titles of works should follow Press style in terms of punctuation (e.g., unspaced en rules should be used for date ranges in book titles). However, original spelling should be retained.
- Repeated authorship in the bibliography should be indicated with a single em space, or by simply repeating the name. Long dashes will be replaced by an em space. This is the case for both author–date and short-title systems. Where authorship changes, all author names should be given – there should be no hanging 'and'.
- Change continental-style quotation marks to UK/US style.
- In citations of chapters in edited books, avoid a colon after 'In'.

Author Names
- In an alphabetical list of references or bibliography, the first author name for each citation must be inverted (i.e., surname preceding forename or initials). Second and subsequent author names may be inverted or not, but should be treated consistently. In the numbered system, author names do not need to be inverted.
- Two presentations of initials are acceptable, as long as they are consistent. They may be spaced with points (e.g., J. R. R. Tolkien) or unspaced with no points (e.g., JRR Tolkien). Unspaced with points is not permitted (e.g., J.R.R. Tolkien).
- Reference entries in languages other than English do not require translations. However, those in non-Latin characters require transliteration (to follow in brackets).
- In some cultures (e.g., Chinese, Japanese, Korean and Vietnamese) the order a name is presented is family name first followed by given name. This should be retained in the text, as well as in the bibliography or list of references (inversion should not be applied). The exception is for individuals who have anglicised their names, in which case names in the text may be given as forename followed by family name. The author should be consulted before any global changes are applied; where the presentation of names is consistent, it should be retained.

Unpublished Works and Unattributed Sources
- Personal communications and unpublished data should be cited in full and should not be included in the reference list. This information should, instead, be included in the notes. The citation should include the name of the author/speaker (if necessary and with their permission), the medium (if applicable) and/or a brief note of the context, and the exact date (e.g., 'John Smith, letter to author, 1 April 2023.').
- Forthcoming works should be included in the reference list only if they have been accepted for publication. They should be listed as 'in press' and updated when you see the proofs. Works that have not yet been accepted (e.g., submitted, in review) should not be in the reference list; they should be cited in the text as unpublished data or personal communications. Dissertations, theses and technical reports are an exception – these should be cited in the reference list of bibliography.
- Unattributed sources should be cited in the text or notes, but it is not mandatory to include them in a bibliography. The absence of a name should be explained; for example, in a footnote reference to an interview in which the interviewee wishes to remain anonymous for confidentiality reasons, the relevant passage in the text should include an explanation such

as: 'All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement', and the footnote should be constructed: '1. Interview with healthcare worker, July 31, 2017' or similarly.

- If including a source that is unattributed or unknown in a bibliography, it's preferable for the reference to begin with the title (rather than using 'Anonymous' in place of the author's name). However, 'Anonymous' should be used either if several unattributed sources that need to be grouped are listed in a bibliography, or if a work is explicitly attributed to 'Anonymous'. In these cases, 'Anonymous' should be used for the first entry, and a single em space may be used thereafter.

Journals
- It is conventional in STM for journal volume numbers to be bold, but roman volume numbers are more commonly used for HSS titles. The author's style may be followed if it is consistent.
- If journal issue numbers are omitted then this style may be retained as long as it is consistent. Volume numbers should always be included (where the journal has them).
- Journal titles may be either in full or abbreviated but should all be treated the same way throughout.

3.2 Author–Date System
Include all published works referred to in the text in a single alphabetical list of references at the end of the book, or in a separate list at the end of each chapter. An example of the author–date system is the Harvard system.

Reference List
Below are examples of how citations may be presented in the reference list (all examples are in UK style). Note that they do not have to follow this style exactly.

Books
Single author, single volume
Qiao, S. (2017). *Chinese Small Property: The Co-evolution of Law and Social Norms*. Cambridge: Cambridge University Press.

Joint authors, single volume
Htun, M. and Weldon, S. L. (2018). *The Logics of Gender Justice: State Action on Women's Rights around the World*. Cambridge: Cambridge University Press.

Multi-volume work
Hazel, J. A. (1987–8). *The Growth of the Cotton Trade in Lancashire*, 3rd ed., 4 vols. London: Textile Press.

Specific volume within a multi-volume work
Mora, T. (2015). *Algebraic Solving*. Vol. III of *Solving Polynomial Equation Systems*. Cambridge: Cambridge University Press.

Journal Articles
Murib, Z. (2018). 'Trumpism, citizenship, and the future of the LGBTQ movement'. *Politics & Gender,* 14(4), 649–72.

Chapters in Edited Books
Driver, M. W. (2023). 'Women's Learning and Lore: Magic, Recipes and Folk Belief', in Saunders, C. and Watt, D. (eds.), *Women and Medieval Literary Culture: From the Early Middle Ages to the Fifteenth Century*. Cambridge: Cambridge University Press, pp. 179–205.

Unpublished Dissertations and Theses
Kyei-Nimakoh, M. (2017). Management and referral of obstetric complications: a study in the upper east region of Ghana. Unpublished PhD thesis, Victoria University, Melbourne.

Technical Reports
Philip Morris Inc. (1981). *Optical Perforating Apparatus and System*, European patent application 0021165 A1.1981–01–07.

Proceedings of Conferences
Toone, J. A., Wilby, R. L. and Rice, S. (2011). 'Surface-water temperature variations and river corridor properties', in *Water Quality: Current Trends and Expected Climate Change Impacts*, IAHS Publication 348. Wallingford: International Association of Hydrological Sciences, pp. 129–34.

Wilby, R. L., Mora, S., Abdallah, A. O. and Ortiz, S. (2010). 'Confronting climate variability and change in Djibouti through risk management'. Proceedings of the Eleventh Congress of the International Association of Engineering Geology and the Environment, Auckland, 5–10 September 2010.

Magazines
Glasser, S. B. (2023). 'Trump's offense against democracy itself'. *New Yorker*, 8 May 2023. www.newyorker.com/news/letter-from-bidens-washington/trumps-offense-against-democracy-itself.

Order of Works
Works by a single author should be listed before those co-written with others. Joint works may be ordered in one of three ways:

1. alphabetically by co-author, irrespective of the number of authors:

   Hayashi 1985, 1989
   Hayashi and Abraszewska 1988
   Hayashi, Abraszewska and Sauveterre 1986
   Hayashi, Norman, Hazel and Ribeiro 1982
   Hayashi and Sauveterre 1985

2. works by the first author and one co-author, ordered alphabetically by co-author; followed by works by the first author and two co-authors, ordered alphabetically by first co-author then by second co-author; etc.:

   Hayashi 1985, 1989
   Hayashi and Abraszewska 1988
   Hayashi and Sauveterre 1985
   Hayashi, Abraszewska and Sauveterre 1986
   Hayashi, Norman, Hazel and Ribeiro 1982

3. works by the first author and one co-author, ordered alphabetically by co-author; followed by works cited as *et al.*, ordered chronologically whatever the name of the second author:

   Hayashi 1985, 1989
   Hayashi and Abraszewska 1988
   Hayashi and Sauveterre 1985
   Hayashi, Norman, Hazel and Ribeiro 1982

Hayashi, Abraszewska and Sauveterre 1986

Use one system throughout. System 3 tends to work best for books with a large number of references cited as *et al.*

Where a work has six or more authors, the author may choose to list them all, or just the first three, followed by *et al.*

Works by the same author(s) in the same year should be distinguished by using lower-case letters (1997a, 1997b, etc., *not* 1997, 1997a, etc.).

In-Text Citations
- Formatting:
    - In-text citations should be placed inside terminal punctuation marks; they can also be placed mid-sentence if required (e.g., 'the study has been strongly praised (Singleton & Reed 2004) but also criticised for its methodology (Liu *et al.* 2011)').
    - However, for displayed quotations, when the source is given at the end of the quotation, the parenthetical citation appears outside terminal punctuation marks. No full stop either precedes or follows the closing parenthesis.
        For example:
            In hydraulics, a regime channel is neither scoured nor filled. In practice, it is not possible for a channel not to scour or fill, because a channel constructed in alluvium tends to gradually scour or fill in bed and banks. (Singh 2022: 67)
    - The author and date should always appear together, never separated by text/a quote. Page number(s) may, however, be separated from the author–date parenthetical. This is to ensure clarity and so that linking of author–date references can be enabled by the typesetter. The date may be included even if the author's name is used as a possessive.
        For example:
            Correct: 'According to Brown *et al.*'s (2012) analysis, … (15).'
            Incorrect: 'According to Brown *et al.*'s analysis, … (2012: 15).'
    - If several sentences *in a row* refer to the same citation, it's not always necessary to repeat the author–date parenthetical in each sentence. However, this should be done sparingly and only where there is no risk of ambiguity for the reader.
- As noted above, 'ibid.' should *never* be used in in-text citations.
- Give the author's surname, date of publication and, if required, a page number, for example, (Sauveterre, 1998: 20) or (Sauveterre 1998, p. 20).
- In-text citations can be used either in the running text or in footnotes.
- An ampersand may be used in citations referring to two or more authors, but this should be restricted to the parenthesised citation itself and not to mentions of the authors in text (e.g., 'One useful work (Sauveterre & Hayashi 2004) …' but 'The work by Sauveterre and Hayashi (1996) …').
- Several citations together should be listed in either date order or alphabetical order, but not a mixture. Occasionally the author may cite references in order of importance, which is acceptable. The copy-editor should check this with the author.
- Citations to works with three authors can either (1) give all three names the first time, and thereafter use *et al.*; (2) give all three names for every citation; or (3) use *et al.* throughout.
- Citations to works with four or more authors should use *et al.* throughout.
- Do not include 'ed.' in a reference to an edited work ('Endrizzi 2005', not 'Endrizzi ed. 2005').

3.3 Numbered System
This system is common in STM books mostly. One example is the Vancouver system.

- Numbers should appear in text as either non-superscript numbers in square brackets before punctuation, or as superscript numbers following punctuation. Superscript numbers are acceptable as long as they will not be confused with note indicators. Where possible without losing clarity, the number should be placed at the end of a sentence.
- There must only be one reference per number. Using one number for a group of references is not allowed.
- Where there are multiple citations in one place in the text, ranges should be avoided, as this causes difficulties when linking the numbers to the references. Three or fewer can be listed (e.g., [1,2,3]). More than that should be moved if possible.
- Some authors choose to number references alphabetically rather than in order of appearance in the text. This is acceptable, but only if all works are cited in the text.
- If each chapter has its own reference list, references should be numbered in a fresh sequence within each chapter, in the order in which they are cited in the text. If the same work is cited in more than one chapter then it should be included in the reference list for each chapter in which it appears.
- Names should not be inverted.
- It is common for the publication date to appear last for books and precede the page numbers for journal articles and chapters in edited volumes.

Books
Single author, single volume
1. S. Qiao, *Chinese Small Property: The Co-evolution of Law and Social Norms* (Cambridge: Cambridge University Press, 2017).

Joint authors, single volume
2. M. Htun and S. L. Weldon, *The Logics of Gender Justice: State Action on Women's Rights around the World* (Cambridge: Cambridge University Press, 2018).

Multi-volume work
3. J. A. Hazel, *The Growth of the Cotton Trade in Lancashire*, 3rd ed., 4 vols. (London: Textile Press, 1987–8).

Journal Articles
4. P. Rautio, R. Hohti, T. Tammi and H. Ylirisku, 'Multiple worlds and strange objects: environmental education research as an additive practice'. *Australian Journal of Environmental Education*, **38**(3–4): (2022), 214–226.

Chapters in Edited Books
5. M. W. Driver, 'Women's Learning and Lore: Magic, Recipes, and Folk Belief'. In C. Saunders and D. Watt, eds., *Women and Medieval Literary Culture: From the Early Middle Ages to the Fifteenth Century* (Cambridge: Cambridge University Press, 2023), pp. 179–205.

Unpublished Dissertations and Theses
6. M. Kyei-Nimakoh, Management and referral of obstetric complications: a study in the upper east region of Ghana. Unpublished PhD thesis, Victoria University, Melbourne (2017).

Technical Reports
7. Philip Morris Inc., *Optical Perforating Apparatus and System*, European patent application 0021165 A1.1981–01–07.

Proceedings of Conferences
8. J. A. Toone, R. L. Wilby and S. Rice, Surface-Water Temperature Variations and River Corridor Properties. In *Water Quality: Current Trends and Expected Climate Change Impacts*, IAHS Publication 348 (Wallingford: International Association of Hydrological Sciences, 2011), pp. 129–34.

9. R. L. Wilby, S. Mora, A. O. Abdallah and S. Ortiz, 'Confronting climate variability and change in Djibouti through risk management'. Proceedings of the Eleventh Congress of the International Association of Engineering Geology and the Environment, Auckland, 5–10 September 2010.

Magazines
10. S. B. Glasser, 'Trump's offense against democracy itself'. *New Yorker.* 8 May 2023. www.newyorker.com/news/letter-from-bidens-washington/trumps-offense-against-democracy-itself.

3.4 Short-Title System

There are two acceptable versions of the short-title reference system. The copy-editor should follow whichever version is prevalent in the typescript:

1. Each reference may be given in full on its first mention, and the short-title form used for subsequent references. A bibliography may be omitted. If there is no bibliography then the reference must be given in full at first mention within each chapter.
2. Short-title forms may be used both on first mention and for all subsequent mentions, providing that all references are included in full in the bibliography.

References in the notes and bibliography must be consistent, except that in the bibliography the author's surname and first name or initials should be inverted. In the notes, it is acceptable for 'ff.' to be used to mean 'and the following pages', although more specific references are preferable. 'n.' may also be used to reference a note and 'l/ll.' for 'line/lines'. 'Et seq.', 'passim', 'op. cit.', 'loc. cit.', 'idem' (or 'id.'), 'eadem', 'supra' and 'infra' should not be used. However, note that the use of 'id.', 'supra' and 'infra' is acceptable in law books using the Bluebook citation system (see below). 'Passim' is permitted in law titles only. 'Ad loc.' may be used in Classics titles. 'Ibid.' may be used in notes but should only be used to refer to the directly preceding note, which can only contain one reference.

List entries in the bibliography alphabetically by surname, with works entirely written by one author coming before entries for edited works. Publication date follows place and name of publisher.

Full References in Notes
Books
A. Rimmerman, *Social Inclusion of People with Disabilities: National and International Perspectives* (Cambridge: Cambridge University Press, 2012).

Chapters in Edited Books
N. Zakharov, 'The politics of race, racism and antiracism' in S. A. Wengle (ed.), *Russian Politics Today: Stability and Fragility* (Cambridge: Cambridge University Press, 2022), pp. 128–48.

Journal Articles
D. C. Fuhr, S. Sikander, F. Vanobberghen, B. Weobong, A. Rahman and H. A. Weiss, 'Predictors of spontaneous remission and recovery among women with untreated perinatal depression in India and Pakistan', *Cambridge Prisms: Global Mental Health*, 10 (2023): 65–89.

Unpublished Material (Including Unpublished Theses or Dissertations)
H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished PhD thesis, University of Cambridge (1984), p. 72.

Proceedings of Conferences
J. A. Toone, R. L. Wilby and S. Rice, 'Surface-water temperature variations and river corridor properties' in *Water Quality: Current Trends and Expected Climate Change Impacts*, IAHS Publication 348 (Wallingford: International Association of Hydrological Sciences, 2011), pp. 129–34.

Magazines
S. B. Glasser, 'Trump's offense against democracy itself', *New Yorker* (8 May 2023), www.newyorker.com/news/letter-from-bidens-washington/trumps-offense-against-democracy-itself.

Short Titles
Books
Rimmerman, *Social Inclusion*, p. 45.

Chapters in Edited Books
Zakharov, 'Politics of race', pp. 129–33.

Journal Articles
Fuhr *et al.*, 'Predictors of spontaneous remission'.
or
Fuhr *et al.*, *Cambridge Prisms* 10.

Unpublished Material (Including Unpublished Theses or Dissertations)
Southall, 'Regional unemployment', p. 72.

Proceedings of Conferences
Toone, Wilby and Rice, 'Surface-water temperature variations', pp. 129–30.

Magazines
Glasser, 'Trump's offense'.
or
Glasser, *New Yorker*, 8 May 2023.

Law Referencing
- Law titles often follow forms of short-title referencing that are specific to legal publications. The two primary legal referencing systems are **Bluebook** (21st ed., Harvard Law Review Association, 2020) and **OSCOLA** [Oxford University Standard for the Citation of Legal Authorities] (4th ed., Faculty of Law, University of Oxford, 2012).
- Bluebook is more commonly used in books with an American legal context. OSCOLA is more commonly used in the UK and Europe.
- Books with an Australian legal context may follow the legal referencing system **AGLC** [Australian Guide to Legal Citation] (4th ed., Melbourne University Law Review Association, 2018).
- Though these systems differ stylistically from other forms of short-title referencing, they are standard in the discipline and should be retained. As for any other referencing system, we ask that any style points specific to Bluebook/OSCOLA (or which consistently deviate from those systems) are implemented consistently throughout the book's references.
- Authors often incorporate elements of Bluebook/OSCOLA in their referencing without following the guides exactly. This should be retained as long as clear and consistent. The copy-editor should not change the referencing to exactly follow the systems, unless specified in the brief.

The following are some stylistic hallmarks of Bluebook and OSCOLA systems, which may aid in their identification and which should be retained when used consistently by the author.
Note: these style points are illustrative of common characteristics of Bluebook and OSCOLA but are not exhaustive; please consult the relevant style guide for further details.

Bluebook
- Bluebook references typically use small caps on certain elements of citations, including author names, book titles, periodical sources, federal reports and documents, etc. (e.g., 'JAN KLABBERS, INTERNATIONAL LAW (3 ED. 2020)').
- For book citations, both place of publication and publisher are usually omitted.
- Periodical sources (including both peer-reviewed journals and newspapers) typically abbreviate the periodical name (e.g., 'HARV. L. REV.' or 'WASH. POST').
- Full citations of book chapters and periodical sources may give either a page range or just the first page on which the chapter/article begins. Likewise, if there is a risk that the page number(s) could be confused with another part of the citation, the author may precede the page number(s) with 'at' (e.g., 'Benjamin Wittes, *Without Precedent,* ATL. MONTHLY, Sept. 2005, at 39, 40.')
- In Bluebook, it is acceptable to use 'id.', 'supra' and 'hereinafter' for short-form citations and cross-references. 'Id.' may be used when citing the immediately preceding authority, but only when the immediately preceding citation contains only one authority. '*Supra*' may be used when citing a previously cited authority, but which does not immediately precede the same authority (in which case 'id.' would be used). An example of a citation using 'supra' would be: 'KLABBERS, *supra* note 10, at 6', wherein 'note 10' is the internal footnote cross-reference.

OSCOLA
- In OSCOLA, journal names are abbreviated with unspaced initials, and the first page on which an article begins is given, rather than a page range (e.g., 'David Campbell and David Milman, 'The Unexplored Contract and Insolvency Law Dimension of *Hedley Byrne v Heller*' (2023) 82 CLJ 58'. In this instance, '82' refers to the volume number and '58' is the first page of the article.)
- Place of publication is typically omitted in book citations, and university presses are often abbreviated (this is an exception to our rule that university press names always be written out in full) (e.g., 'Thomas J. Biersteker and Cynthia Weber (eds.), State Sovereignty as Social Construct (CUP, 1996)').
- OSCOLA prefers to avoid using Latin cross-reference phrases such as supra, infra, ante, id, op cit., loc cit.; however, 'ibid' and 'cf.' may be used.
- Subsequent and short-form citations look similar to 'regular' short-title referencing, except that the author may include an internal cross-reference to the footnote containing the original full citation. If included, the internal footnote is given in round brackets with the designation 'n' meaning the 'note' above (e.g., 'Campbell and Milman, 'Unexplored Contract' (n 27) 61–70').

For more information on legal conventions, including citations of legal sources (legislation, cases, statutes, etc.), please see the Law section (Section 6) of this style guide.

3.5 Citing Digital and Modern Media Sources

Online Sources
- URLs over 80 characters long should be shortened using a website such as www.bitly.com.
- If a DOI (see below) is available for your source, provide that instead of a URL. Include the date the source was accessed only if the internet source is time sensitive.

Digital Object Identifiers (DOIs)
- Digital Object Identifiers (DOIs) provide a means of locating and accessing content on the internet, and should be retained where provided. It is acceptable for DOIs to be provided for some references but not for others (DOIs may not have been assigned to all the references listed, for example).
- A DOI should always follow a corresponding, full reference, and should appear in one of the following formats:

  Mike Berners-Lee, *There Is No Planet B: A Handbook for the Make or Break Years*, 2nd ed. (Cambridge University Press, 2021), https://doi.org/10.1017/9781108900997.

  Mariam Elgabry, 'What is the art of biosecurity?', *Research Directions: Biotechnology Design*, 2023;1 doi.org/10.1017/btd.2023.6.

arXiv References
arXiv (and similar servers such as bioRxiv and medRxiv, among others) are open-access repositories for preprints, which are preliminary reports of new research that has not yet been peer reviewed. References to preprints uploaded to arXiv, bioRxiv and medRxiv are most likely to be found in STM books. Preprints should be cited using their DOI, preceded by the name of the preprint server (e.g., 'arXiv', 'bioRxiv', 'medRxiv').

Online Articles, Blogs, etc.
Reference: Author, A. (Date). Title of document. Online article/website/blog, etc. URL.
e.g., Jayaranam, N. (2015). Why Is India's Chennai flooded? BBC News article. www.bbc.co.uk/news/world-asia-india-34992004.

In-text citation: (Author/website name/organisation, Date of publication)
e.g., (BBC News, 2015)

Short-title citation: Author, 'Shortened title of work'.
e.g., Jayaranam, 'Why Is Chennai flooded?'

Online Newspapers
Reference: Author, A. (Date). 'Title of article'. *Newspaper*. URL.
e.g., Watts, J. (2023). 'Amazon deforestation falls over 60% compared with last July, says Brazilian minister'. *Guardian*. www.theguardian.com/environment/2023/aug/02/amazon-deforestation-falls-over-60-compared-with-last-july-says-brazilian-minister.

In-text citation: (Author/website name/organisation, Date of publication)
e.g., (Guardian, 2023)

Short-title citation: Author, 'Shortened title of work'.
e.g., Watts, 'Amazon deforestation falls'.

Online-Only Journals
Reference: Author, A (Date). 'Title of article'. *Journal name* vol., issue. URL.
e.g., Zou, P. (2023) 'Predicting human bioavailability of subcutaneously administered monoclonal antibodies using non-human primate linear clearance and antibody isoelectric point'. *AAPS Journal* 25, 4. https://doi.org/10.1208/s12248-023-00818-1.

In-text citation: (Author, Date of publication)
e.g., (Zou, 2023)

Short-title citation: Author, 'Shortened title of work'.
e.g., Zou, 'Predicting human bioavailability'.

[Note that the print version of a journal should be referenced where one exists.]

Citing an Entire Website
Known author
Reference: Author, A. (Date of publication/modification). Title of website. Website. URL.
e.g., Mabillard, A. (modified 27 March 2021) Shakespeare Online. Website. www.shakespeare-online.com.
(Please note: date of access can be given if it is more appropriate, or if neither the date of publication or last modification are available.)

In-text citation: (Website name, Date)
e.g., (Shakespeare Online, modified 2021)

Short-title citation: Author name, Website name.
e.g., Mabillard, Shakespeare Online.

Unknown author
Reference: Title of website (Date of copyright/modification/access). Name of owner or sponsor [if different from Title of website]. Website. URL.
e.g., Learnreligions.com (accessed 5 September 2023). Dotdash Meredith. Website. www.learnreligions.com.

In-text citation: (Website name, Date)
e.g., (Learnreligions.com, accessed 2023)

Short-title citation: Website name.
e.g., Learnreligions.com.

Citing a Web Page
Reference: Website name (Date). Page name. Website. URL.
e.g., Learnreligions.com (2014). 'Evils of Gossip and Backbiting in Islam'. Website. www.learnreligions.com/gossip-and-backbiting-2004267.

In-text citation: (Website name, Date)
e.g., (Learnreligions.com, 2014)

Short-title citation: Website name, 'Shortened title of page'.
e.g., Learnreligions.com, 'Evils of Gossip and Backbiting in Islam'.

Films and Documentaries
Reference: Director, D. (Year of release). Title. Place of production: Production company.
e.g., Fricke, R. (2011). Samsara. USA: Magidson Films.

In-text citation: (Director's name, Year of release, Time stamp [if applicable])
e.g., (Fricke, 2011, 0:56:15)

Short-title citation: *Shortened film name*, Time stamp [if applicable].

e.g., *Samsara*, 0:56:15.

TV Shows
Reference: Author, A. Writer/Director (Date aired). *Series title*. Season number, episode number, 'Episode Title'. Other contributors. Broadcaster/distributor.
e.g., Lanfear, S. Director (15 April 2019). *Our Planet*. Season 1, episode 2, 'Frozen Worlds'. Featuring David Attenborough. Netflix.

In-text citation: (Writer/Director, Date, Time stamp [if applicable])
e.g. (Lanfear, 2019)

Short-title citation: Series title, 'Episode title', Time stamp [if applicable].
e.g., *Our Planet*, 'Frozen Worlds'.

[Please note, if the full reference for a TV show cites the whole series, rather than a specific episode, but a particular episode is mentioned in the text, then the season and episode numbers must also be included in the short-title reference, as such: *Our Planet*, season 1, episode 2, 'Frozen Worlds'.]

Interviews
Reference: Interviewee, I. (Date). 'Interview title', interview by Interviewer name, *Journal/*Channel, issue no. URL/page range.
e.g., Le Guin, U. K. (2013). 'The Art of Fiction No. 221', interview by John Wray, *Paris Review*, no. 206. www.theparisreview.org/interviews/6253/the-art-of-fiction-no-221-ursula-k-le-guin.

In-text citation: (Name of person(s) interviewed, Date, Time stamp [if applicable])
e.g., (Le Guin, 2013)

Short-title citation: Name of person(s) interviewed, 'Shortened title'.
e.g., Le Guin, 'Art of Fiction No. 221'.

Facebook
Reference: Account/author name (Date). 'Post or part thereof.' Facebook, Date and time of post, URL.
e.g., New York Public Library (2013). 'Today we recognize a Nobel Peace Prize winner, leader in women's suffrage, and social activist ….' Facebook, 6 September 2013, 7:00 am, www.facebook.com/photo.php?fbid=10151838966217351&set=a.187701337350.130075.21557622350&type=1.

In-text citation: (Account/author name on Facebook, Date of post)
e.g., (New York Public Library on Facebook, 2013)

Short-title citation: Author, 'Shortened title of post'.
e.g., New York Public Library, 'Today we recognize'.

X (formerly Twitter)
Reference: Name @accountname (Date of post). 'Post or part thereof'. X (Twitter or 'X (formerly Twitter)' are also acceptable), Date and time of post, URL.
e.g., Obama, B. @BarackObama (2016). 'Editorial boards are speaking up on the #SCOTUS vacancy. Here's what they're saying: http://ofa.bo/b60Y #DoYourJob'. X (formerly Twitter), 13 May 2016, 4:13 pm, https://twitter.com/BarackObama/status/730872419280257024.

In-text citation: (Author on X/Twitter, Date of post)
e.g., (Obama on X (formerly Twitter), 13 May 2016)

Short-title citation: Author, 'Shortened title of post'.
e.g., Obama, 'Editorial boards'.

Instagram
Reference: Name @accountname (Date of post). 'Text of post up to 160 characters'. Instagram, Date of post, URL.
e.g., Ocasio-Cortez, A. @aoc (2023). 'Solidarity with screenwriters!' Instagram, 8 May 2023, www.instagram.com/reel/Cr_mqhhAQri/?hl=en.

In-text citation: (Author on Instagram, Date of post)
e.g., (Ocasio-Cortez on Instagram, 8 May 2023)

Short-title citation: Author, 'Shortened title of post'.
e.g., Ocasio-Cortez, 'Solidarity with screenwriters!'

YouTube Videos
Reference: Video author name, V. (Posting date). 'Title of Video'. Online video clip. URL.
e.g., Shimabukuro, J. (July 2013). 'Jake Shimabukuro: over the Rainbow'. Online video clip. www.youtube.com/watch?v=NFaFxNNHvpI.

In-text citation: (Video author, Posting date, Time stamp [if applicable])
e.g., (Shimabukuro, 2013)

Short-title citation: Author, 'Shortened title of video', Time stamp [if applicable].
e.g., Shimabukuro, 'Jake Shimabukuro'.

TED Talks
Reference: Presenter's name, P. (Year). 'Title of talk'. TED Talk. URL.
e.g., Cain, S. (2012). 'The Power of Introverts'. TED Talk. www.ted.com/talks/susan_cain_the_power_of_introverts?language=en.

In-text citation: (Presenter, Year, Time stamp [if applicable])
e.g., (Cain, 2012)

Short-title citation: Presenter, 'Shortened title of Talk', Time stamp [if applicable].
e.g., Cain, 'Power of Introverts'.

Ebooks
Reference: Author, A. (Year). Title of book. Ebook. Place of publication: Publisher. URL [or reading platform, e.g., Kindle, iBooks].
e.g., Stearns Davis, W. (2004). *A Day in Old Athens: A Picture of Athenian Life*. Ebook. Forest Grove, OR: University Press of the Pacific. www.gutenberg.org/ebooks/4716.

In-text citation: (Author, Year)
e.g., (Stearns Davis, 2004)

Short-title citation: Author, *Shortened title of book*.

e.g., Stearns Davis, *Day in Old Athens.*

Audio/Video Podcasts
Reference: Producer/host/speaker name, P. (Release date). *Title of Podcast.* 'Title of Episode'.
Audio podcast. URL.
e.g., Conger, C., and C. Ervin (2014). *Stuff Mom Never Told You.* 'Beyonce's Feminism'. Audio
podcast. https://itunes.apple.com/us/podcast/stuff-mom-never-told-you/id304531053?mt=2.

In-text citation: (Producer/host/speaker name, Release date)
e.g., (Conger and Ervin, 2014)

Short-title citation: Producer/host/speaker name, Shortened title of podcast.
e.g., Conger and Ervin, 'Beyonce's Feminism'.

Email Correspondence/Personal Communication
Authors must ensure they have permission to reproduce the content of communications from the
other parties involved. Personal communication citations should not be used if the content of
those communications has been published. In those cases cite the relevant publication. Personal
communications should not be listed in the list of references.

In-text citation: (Author, Year, pers. comm.)
e.g., (Kunka, 2000, pers. comm.)

Short-title citation: Author, 'Shortened email subject/title of communication'.
e.g., Dixon, 're: Archiving older materials'.

4   Endmatter
4.1 Ordering of Endmatter

The endmatter may consist of any or all of the following items. Ensure that the order below is followed wherever possible, following on from the book's conclusion (or equivalent):

Item	Starting on	Comments
Postface/ Afterword/ Epilogue	Fresh page	
Appendices/ Annexes	Fresh page	• If there are appendices to chapters and they have been placed at the end of the typescript, consider re-positioning at the end of the relevant chapters.
Glossary	Fresh page	• Place in the prelims if short. Check it isn't actually a list of abbreviations or symbols (which should be placed in the prelims unless also functioning as an index).
End-of-book notes	Fresh page	• Common in HSS books but rare in STM titles.
References/ Bibliography	Fresh page	• A list containing works cited in the text *and* works of further interest is a 'Bibliography'. • In STM titles, bibliographies are rare but a list of references is always required either at the end of chapters or at the end of the book. You may also find 'Further Reading' information at the end of chapters.
Index	Fresh page	• Fresh page unless there is a specific instruction given to begin on a recto. • Always included in STM titles.

We do not require any section to begin always on a verso rather than a recto (or vice versa).

In books with a list of references at the end of each chapter rather than a single list at the end of the book, if there is also a list of suggested further reading at the end of each chapter, this should precede the end-of-chapter references.

4.2 The Index

- In a book containing more than one index, place the most specific first (e.g., an index of names or genera should precede a general subject index).
- If there is more than one index and an overall 'Indexes' heading has been listed in the table of contents, it is fine to retain it, but we do not require it to be added.
- The style of elision used in page numbers should match that in the rest of the book.

II   SUBJECT-SPECIFIC NOTES

HSS Books

5 Classics

Presentation of Latin and Greek
- Quotations or words in untransliterated Greek are never to appear in italic or within quotation marks. They are only to appear in bold if the author specifies this in their final typescript.
- Quotations of Latin that are set off from the main text (i.e., as displayed extracts) are to appear in roman script. All other Latin is to appear in italic, except for certain quotations of text from inscriptions, which might be presented in non-italicised capitals. The author's final typescript should make any such exceptions clear. (Note, however, that this instruction relates to Latin written in the classical period through to the Renaissance. Latin written in the modern period should follow the same practice as for modern languages. Please also see Section 7 for conventions in linguistics titles.)
- Latin is never to appear within quotation marks. As with Greek, bold is to be used only if the author specifies it in their final typescript.
- In the case of quotations of Latin and Greek verse, inscriptions and papyri which are included within a paragraph of English text, ensure that the line divisions are indicated by a long downward stroke – '│' – immediately preceded and followed by a space.
- Technical terms and short phrases in transliterated Greek and Latin should almost always appear in italic (e.g., *ekklesia*, *demos*, *senatus consultum*, *lex*, *ius*). The exceptions are terms that have become naturalised in English (e.g., polis, praetor, consul, quaestor, denarius, drachma).
- If a passage is quoted in the original language, followed by its translation, and then the author picks up on individual words and phrases within that passage in the discussion which follows, it is not necessary to retranslate them.
- Authors should ideally use their own translations in every case as long as they are confident that they are accurate and rendered in clear, idiomatic English. Literary qualities are less important than giving a clear and accurate sense of the meaning of the passage in the original. It should be noted somewhere in the text that the translations are the author's own. When using someone else's translation, the author should consult the commissioning editor.
- When using a published translation, the author may either: acknowledge/cite after each quotation or extract in the form '(trans. Loeb)' or '(trans. Griffith)', with full bibliographic details provided in the Preface or Acknowledgements; or note in the Preface or Acknowledgements that all quoted material for a specific title is taken from a given published translation.
- It is acceptable for authors to make some adjustments to a published translation to improve its accuracy or style as long as they acknowledge it in the form '(after Loeb trans.)' or '(after Griffith trans.)'.

Transliteration of Greek Proper Names
- Most scholars these days writing about Greek history, literature and culture before the Roman period tend to use exact transliterations of Greek proper names (e.g., Kleisthenes, Kallias, Ephesos). They make exceptions only for the names of writers and places that are so well known that it would seem unnecessarily obfuscating to use exact transliterations rather than the commonly used forms of their names (e.g., Homer (not Homeros), Troy (not Troia), Athens (not Athenai), Sparta (not Sparte), Crete (not Kretai), Thucydides (not Thoukydides), Plato (not Platon)). Such exceptions are entirely acceptable.
- Authors do, however, sometimes prefer the exact transliterated form of well-known names where the changes required to the commonly used forms are minimal (e.g., Sophokles (rather than Sophocles), Herodotos (rather than Herodotus), Akhilleus (rather than Achilles)). This is also acceptable.

- In copy-editing, it is important to ensure consistency of spelling across the book for any given name.
- The following examples show partial transliteration and should always be corrected:
  - 'Korinth' for 'Corinth' – the correct transliteration is 'Korinthos'
  - 'Attika' for 'Attica' – the correct transliteration is 'Attike'
  - 'Aischines' for 'Aeschines' – the correct transliteration is 'Aiskhines'.
- Note that authors writing about the Greek world in the Roman period and beyond tend to use the Latinised forms of Greek names. If so, the copy-editor should not alter them but follow the author's practice. This is acceptable.

Dates
- Authors may use BCE/CE or BC/AD, but should be consistent throughout. In multi-contributor volumes, consistency in this respect is only to be applied across individual chapters and not across the volume as a whole (unless instructed in the brief).
- BCE, BC and CE should always follow the date (e.g., 480 BCE, 1066 CE). AD and AH (Islamic date: *anno Hegirae*) should always precede the date (e.g., AD 1453).
- Ensure that numbers in BCE/BC dates are never elided, except for official calendar years, 476/5, 331/0, 24/3.
- Present dates in the form: 1 March 50 BCE.

Abbreviations of Ancient Works and Authors
- Ensure that abbreviations of names of ancient authors and works are consistent throughout, in multi-contributor volumes as well as single-author books.
- Certain important reference works in Classics have accepted abbreviations which should be followed (e.g., *CAH – Cambridge Ancient History*; *IG – Inscriptiones Graecae*; *CIL – Corpus Inscriptionum Latinarum*). Moreover, these tend to have standard ways of indicating volume numbers or new editions, irrespective of how such things are dealt with in the rest of the book; for example, *CAH^2 – Cambridge Ancient History,* 2nd edition (the use of a superscript after the abbreviated title, or occasionally the volume number, is standard for all subsequent editions of these key reference works, rather than putting '2nd ed.' or the like in brackets after the reference), and *IG* iii^3 – *Inscriptiones Graecae,* volume III (3rd edition) (for this reference work alone the volume number is always represented by lower-case Roman numerals, regardless of how volume numbers are dealt with in the rest of the book).

References to Classical Works
- Abbreviated references to classical works should follow a consistent pattern and be readily comprehensible. The abbreviations used by a single standard reference work such as the *OCD* (3rd ed.), *LSJ* or the *OLD* should be followed as far as possible. Place a comma between the name of an author and that of their work if their name is written out in full (e.g., Lucian, *Alex.* (i.e., Lucian, *Alexander the False Prophet*); otherwise Tac. *Ann.* (i.e., Tacitus, *Annales*).
- Book and chapter references should be given in Arabic numerals, punctuated by full stops where necessary and unspaced: Aët. *Plac.* 1.3.2, Arist. *EN* 1.51095b19–26.

Reference Systems and Style
- Classics books usually employ either the author–date reference system or the short-title system. Follow whichever has been used by the author.
- It is also possible to encounter a combination of the above-mentioned systems in the same typescript. If that is the case, one system should be applied to works written by modern authors (i.e., secondary sources) and the other system to those by ancient authors (i.e., primary sources). This hybrid approach is common and should be retained.
- In the bibliography or list of references it is fine for journal names to be abbreviated. There is a well-known list of abbreviated journal names by *L'Année philologique*, which most classicists use.

- Note that the use of 'ad loc.' is acceptable in Classics books.

6   Law

- Use italic for the names of legal journals, but roman for their abbreviations.
- When cases are cited in the main text or notes, our preference is for italic to be used for parties and roman for the 'v.' (e.g., '*Trendtex Trading* v. *Central Bank of Nigeria*'). However, if a different format has been used (e.g., roman for parties and italic for the 'v.', all italic or all roman), this may be retained as long as it is consistent (unless instructed otherwise in the brief).
- In a table of cases, the preference is for parties to be in roman and 'v.' in italic (note: this is the opposite of the above and it is acceptable for presentation to differ between the text/notes and the cases).
- Court judgments and formal legal rulings should be spelled 'judgment', even if 'judgement' is used elsewhere (as is normal in UK style).
- The word 'Act' should always be capitalised, even in non-specific references, to avoid ambiguity, but 'bill' can be lower case. Unless a specific court is referred to by name, 'court' is normally lower case; the same applies to 'judge' and other generic terms. Titles of statutes always have the first and chief words capitalised (e.g., 'the Representation of the People Act 1911').
- The word 'article' may have either an upper-case 'A' or a lower-case 'a', as long as it is consistent.
- Italic should be kept to a sensible minimum. We prefer not to italicise the following words and phrases: 'bona fide', 'caveat', 'de facto', 'de jure', 'dicta', 'dictum', 'gratis', 'habeas corpus', 'intra vires', 'mala fides', 'mandamus', 'prima facie' and 'ultra vires'.
- Many US law books use the Bluebook citation system (see the Law Referencing part of Section 3.4), which employs the use of small capitals and abbreviations, and has specific preferences regarding the use of italic. Ensure these features are retained. The use of 'id.' is acceptable in law books using the Bluebook citation system. 'Passim' (meaning 'in various places') is also permitted.
- OSCOLA is another common citation system and has specific preferences regarding the use of italic and brackets (see the Law Referencing part of Section 3.4). Ensure these features are retained.

Tables of Cases and Tables of Statutes
- Some law titles include, at the front of the book, a table of cases, a table of statutes and possibly also a table of international conventions. For example, a book on the jurisprudence of the European Court of Human Rights (ECHR) would include a table of cases decided by that court and might also include a table of domestic cases dealing with the same subject matter. It would include a table of articles of the European Convention on Human Rights, a table of the Rules of Procedure of the Court and possibly tables of domestic legislation dealing with the same subject matter.
- As a general rule, tables are more important in a book aimed at the practitioner and/or student market than one intended for an academic readership.
- Tables are normally set out as follows, but author's style may be followed if it is consistent:
  - o Where international treaties are included in the tables, it is usual to put them in chronological order.
  - o Where international cases are included in the tables, it is usual to subdivide the tables into the various courts or tribunals that heard the cases, and then within each subdivision to list the cases alphabetically.
  - o Where domestic legislation is included in the tables, it is usual to divide the table according to country, and then within each subdivision to list the legislation in either alphabetical order or chronological order.
- European Court of Justice (ECJ) and ECHR cases should be listed by both number and name.

- Authors should prepare and submit all necessary tables with their final typescript. Authors who wish to prepare their tables as tagged Word files, so that typescript folio numbers can be converted to proof page numbers during the typesetting process, are encouraged to seek guidance from their Content Manager at the earliest possible stage. Alternatively, tables of cases and statutes can be compiled while the book is being copy-edited, using the same procedure as for the index – see the author guidelines on indexing for more details.

Lists of Abbreviations
- A list of abbreviations should, if required, be provided with the final typescript. It will usually appear as the final item in the preliminary pages, after the tables of statutes and cases. Please ensure that each abbreviation has been used consistently throughout the book and that the same abbreviation has not been used twice for different things.
- Full points should be omitted from abbreviations (e.g., AC, AJIL, All ER, Cr App R, Crim LR, ILR, Law Soc Gaz). Abbreviations will be set in roman; full titles of case reports and periodicals will be set in italic.

Citation of Legislative Material
(a) Generally
- Authors wishing to use UK legislative material within their book should consult the following website for guidance regarding permissions: www.hmso.gov.uk/legislation/about_legislation.htm.
- Where sections/articles of legislation are divided into numbered paragraphs, we prefer to cite these as, for example, 'section 19(3)' and 'article IV(6)' rather than as 'section 19, para. 3' and 'article IV, para. 6'.
- Where articles are divided into *unnumbered* paragraphs, these will need to be cited as, for example, 'article 19, second paragraph'. Note that it is 'second paragraph' rather than 'paragraph 2'.

(b) References to Statutes
- Statutes should be cited in the form 'Finance Act 1963', without a comma between the word 'Act' and the year, and with the title in roman (not in italic). The word 'of' should not appear before the date ('of 1963') except for US statutes. Statutes are subdivided into sections, subsections, paragraphs and subparagraphs. The following abbreviations may be used when referring to statutory material:

	Singular	**Plural**
article	art.	arts.
Article	Art.	Arts.
clause	cl.	cll.
Order	Ord.	Ords.
paragraph	para.	paras.

rule	r.	rr.
section	s.	ss.
subsection	subs.	subss.

- The § symbol (plural §§) may also be used, as long as it is used consistently.
- The above abbreviations should normally be used in references to specific subdivisions of legislation, except at the beginning of a sentence or where the reference is non-specific. Thus: 'According to s. 63 ...', but 'Section 63 states ...' (beginning of a sentence), 'According to this section ...', etc.

(c) References to Statutory Instruments
- The titles of statutory instruments (delegated legislation such as Orders and Regulations) may be followed by the year and number in parentheses, or they may be referred to by year and number alone. Thus: 'According to the Town and Country Planning General Development Order 1988 (SI 1988 No. 1813) ...', or simply 'According to SI 1988 No. 1813 ...'.

(d) References to Command Papers
- Abbreviations for the different series are as follows:

1–4222   1833–69
C 1–9550   1870–99
Cd 1–9239   1900–18
Cmd 1–9889   1919–56
Cmnd 1–9927 1956–86
Cm 1–   1986 onwards

For example, 'Milk Marketing Board, Report on the Dairy Industry, Cmnd 542 (1958)'.

(e) References to Parliamentary Papers and Debates
- Parliamentary papers should be cited in roman type followed, in brackets, by year, House concerned and serial number (e.g., 'Reports from the Select Committee on Agriculture (1995 HC 223)').
- References to *Hansard* should be cited thus: '*Hansard*, HC, vol. 123, col. 456, 31 December 1987'.
- Please use HC and HL for House of Commons and House of Lords. Pre-1909 references (before the two Houses had separate volumes) should be cited as follows: 'Parl. Deb., vol. 16, ser. 3, col. 123, 31 January 1901'.

(f) EC Legislation
- OJ references should be to the English-language version of the OJ and should always be given whenever EC material (Directives, Regulations, Commission Decisions and Commission Notices) is first referred to (subsequent references *within the same chapter* to the same material need not be referenced again).
- OJ references can be in the form of either 'OJ 1985 No. L372, 31 December 1985, p. 5' or 'OJ 1985 No. L372/5'. Whichever style is used, it should be used consistently.

  Examples:

- Article 8(2) of the Merger Control Regulation, Council Regulation 4064/89, OJ 1989 No. L395, p. 21
- Council Directive 85/577/EEC of 20 December 1985 on consumer protection in the case of contracts negotiated off business premises, OJ 1985 No. L372, 31 December 1985
- Council Directive 87/102/EEC of 22 December 1986 on consumer credit, OJ 1987 No. L42, 12 February 1987

Note that in the second example the substantive description of the Directive (i.e., 'on consumer protection in the case of contracts negotiated off business premises') is all lower case; the titles are often so long that using upper case looks too cumbersome on the printed page.

(g) US Statutes
- A USC citation should be given for all references to federal US statutes. A reference to a statute of a state of the USA should always give a citation to that state's legislative code.

   Examples:
   - Trade Agreements Act of 1979, § 3(a) and (f), 19 USC § 2119(a) and (f) (1988)
   - Trade Act of 1974, Pub. L. No. 93-618, 88 Stat. 1978 (1975), codified at 19 USC §§ 2111–2487 (1976)
   - 11 USC §§ 101 et seq. (1993)

(h) International Treaties
- Whenever a treaty is referred to, the first citation within each chapter ought to give (as a footnote) its full title, its place of signature, its date of signature and a citation for where the material can be consulted (e.g., UNTS, LNTS, ILM) or the website of the organisation responsible for the treaty. It may be helpful to consult *International Law Reports: Consolidated Table of Treaties, Volumes 1–160* (Cambridge University Press, 2017) for sources of treaties. UN documents (including documents of all the UN subsidiary bodies) should be given their full UN Doc. (or equivalent) reference number on first citation within each chapter.

   Example:
   - Vienna Convention on the Law of Treaties, Vienna, 23 May 1969, in force 27 January 1980, 1155 UNTS 331; (1969) 8 ILM 679; UKTS (1980) 58

   Subsequently, in the same chapter, this can be referred to simply as:
   - Article 2 of the Vienna Convention

- Use the full word 'Article' in the text, but you can (but do not have to) abbreviate it to 'Art.' (plural 'Arts.') in the footnotes. An 'Article' of an international treaty has traditionally had a capital 'A', but lower case is also now acceptable.

Citation of Cases
(a) UK Case Law
- References to UK case law should cite the official law reports first if possible (e.g., [1993] 2 Ch 215; [1993] P 215; [1993] 2 AC 215; [1993] 2 QB 215). Then the WLR reference can be added, and then the All ER reference. Specialist reports can also be cited if the author thinks that a sufficient number of their readers will have access to those reports, or if the case is unreported elsewhere.
- References to cases should ideally be given in the form *Foss* v. *Harbottle*, the name of the plaintiff and defendant being italic, and the 'v.' in roman and followed by a full point (see start of Section 6 for more). Where the plaintiff is the state, the abbreviation R (rather than Reg.) should be used for both 'Rex' and 'Regina'. The names of companies should be cited as 'Co. Ltd'. Ampersands may be used in the names of companies or any other proper names but

should not be used to join the names of two parties: thus *Smith & Co. Ltd* but *Smith and Jones* v. *Anderson*.

- References to law reports are conventionally in the following formats:
  - o [1986] AC 839 (where there is one volume per year and the year forms the number of the volume)
  - o [1986] 2 All ER 613 (where there is more than one volume per year)
  - o (1986) 279 EG 501 (where the volumes are numbered independently of the year: here, the date appears within parentheses rather than square brackets).
- Note that there is no comma between the name of the report or periodical and the column/page number. References to specific pages within a report should be cited as, for example, *Brown* v. *Sparrow* [1982] 1 WLR 1269 at 1274–5.

  Examples:
  - *Moorgate Mercantile Co. Ltd* v. *Twitchings* [1977] AC 890; [1976] 3 WLR 66; [1976] 2 All ER 641
  - *R* v. *Secretary of State for the Home Department ex parte Benwell* [1985] QB 554; [1984] 3 WLR 843; [1984] 3 All ER 854; [1984] ICR 723
  - *Trendtex Trading Corp.* v. *Central Bank of Nigeria* [1977] QB 529; [1977] 2 WLR 356; [1977] 1 All ER 881; [1977] 1 Lloyd's Rep 581

- References to Scottish cases do not use parentheses where the year forms an integral part of the citation of the report. Cases reported in the Sessions Cases reports are styled as, for example, *Winston* v. *Patrick* 1980 SC 246; cases in the Justiciary Cases reports are styled as, for example, *Mackenzie* v. *HM Advocate* 1983 JC 13.

(b) EC Case Law
- European Community cases are numbered as they are registered at one of the two Community courts: the European Court of Justice (ECJ) and the Court of First Instance (CFI, established in 1989). Since that date, ECJ cases are prefixed by 'C-' and CFI cases are prefixed by 'T-'. Before the establishment of the CFI, ECJ numbers had no prefix. ECJ and CFI cases should have both a *European Court Reports* (ECR) reference and a *Common Market Law Reports* (CMLR) reference, if CMLR has reported it. Cases may also have an All ER (EC) reference.
- Since 1989, the volume number has been given in upper-case roman numerals before the page number (e.g., [1991] ECR II-1234). Volume I contains ECJ cases and volume II contains CFI cases. Where a particular year of the CMLR report is divided into more than one volume, the volume number is given as an Arabic number before the 'CMLR' (e.g., [1988] 2 CMLR 1234).

  Examples:
  - Case 148/78, *Pubblico Ministero* v. *Tullio Ratti* [1979] ECR 1629; [1980] 1 CMLR 96
  - Case 152/84, *Marshall* v. *Southampton and South-West Hampshire Area Health Authority* [1986] ECR 723; [1986] 1 CMLR 688
  - Case 66/80, *International Chemical Corp. SpA* v. *Amministrazione delle Finanze dello Stato* [1981] ECR 1191
  - Case C-159/90, *Society for the Protection of Unborn Children Ireland Ltd* v. *Stephen Grogan* [1991] ECR I-4685; [1991] 3 CMLR 849
  - Case T-194/94, *Carvel and Guardian Newspaper* v. *Council* [1995] ECR II-2765; [1995] 3 CMLR 359

(c) US Case Law
- *Chevron USA Inc.* v. *Natural Resources Defense Council*, 467 US 837 (1984)
- *NationsBank* v. *Variable Annuity Life Insurance Co.*, 513 US 251 (1995)
- *Franklin Savings Association* v. *Office of Thrift Supervision*, 934 F 2d 1127 (10th Cir. 1991)
- *Hindes* v. *FDIC*, 137 F 3d 148 (3rd Cir. 1998)

- *Branch* v. *United States*, 69 F 3d 1571 (Fed. Cir. 1995), cert. denied, 117 S. Ct 55 (1996)
- *Lucas* v. *Federal Reserve Bank of Richmond*, 59 F 2d 617 at 621 (4th Cir. 1932)
- *Huntington Towers Ltd* v. *Franklin National Bank*, 559 F 2d 863 (2nd Cir. 1977), cert. denied, 434 US 1012 (1978)

(d) Commonwealth Countries
- Many Commonwealth countries (e.g., Australia, New Zealand, Canada) cite cases in much the same way as in the UK, and so the comments on UK case law above will apply.

(e) Other Countries
- For other countries, use a style of citation of cases that is common in the particular country, and be consistent in using that style.

7 Linguistics
- In linguistics titles, authors tend to use many conventions for differentiating terms, linguistic examples and so on, using double quotation marks, single quotation marks, bold, underlining, italic, etc., which may not always adhere to the style of English indicated in the copy-editorial brief. These conventions should first be confirmed with the author before any changes are made. The copy-editor should then ensure that consistency among these conventions is followed throughout the entire typescript.
- Although we usually use italic for languages other than English, note that it is common in linguistics to use italic to indicate lexemes (the dictionary form of a word). The copy-editor should consult the author before changing any italic.
- When discussing something that is in a language other than English, it may be preferable to paraphrase rather than supply a translation with an extensive excerpt in the original language in the footnotes.

8 Literature and Theatre
- Note that authors of books in US style sometimes use the spelling 'theatre' throughout – this should be retained (except where 'Theater' occurs in a proper noun).
- Our style is to always use a spaced en rule as a textual dash in both UK and US style. Note, however, that there may be some instances of em rules in quotations that should be retained because it is important to preserve the punctuation style of the original (e.g., correspondence from the eighteenth and nineteenth centuries, Emily Dickinson's poetry). The copy-editor should follow the author's original typescript for such instances, rather than imposing consistency.
- Act/scene/line numbers of dramatic text should ideally be in the format '(3.2.98–103)' (Act 3, Scene 2, lines 98 to 103), with the play title or an abbreviation of the play title in parenthesis where needed.
- Any early modern spellings should be retained.
- The layout of poetry and play text should be retained where it reproduces an original presentation.
- Note that it is acceptable for extracts and sources of similar types to be displayed in different ways by different contributors in a single volume. The copy-editor should retain the author's preferred presentation, querying the Content Manager if needed.
- MLA is a commonly used reference style in literature titles. This is sometimes used in combination with short-title referencing; this is fine to retain.
- Some literature titles use a mixture of referencing styles in the form of short-title footnotes (or endnotes) for secondary sources, with in-text parenthetical references for primary sources. Usually these primary sources are abbreviated, and a List of Abbreviations is provided in the prelims or, sometimes, within/at the start of the Bibliography. Either format is fine to retain.

9 Music

- An en rule should be used between tones for melodic movement; a hyphen for harmonies (chords) (e.g., 'a 6-4 chord').
- Primes, rather than apostrophes, are used in pitch notation.
- The correct music symbols, not typewriter shortcuts, should be used for tones.
- Keys should be written out.
- Catalogue initials (K, D, BWV, etc.) should not be followed by a full point and should be closed up to the catalogue number (e.g., K626, D960, BWV543).
- Time signatures should be presented like this: 3/4 time.
- Sometimes authors will use regular characters within curly brackets instead of proper mensuration symbols. If that's the case, we will correct this at proof stage, not during copy-editing. Any instances should be marked up by the copy-editor for the typesetter.
- Use roman for words that have been accepted into common English musical usage (e.g., 'appoggiatura', 'da capo aria', 'concertante', etc.). Italicise less common terms.
- Italicise dynamics (e.g., '*diminuendo*', '*piano*', '*ff*', etc.) but give the title or tempo indication of a whole movement in roman (e.g., 'Allegro con brio').
- Use English plural forms (e.g., 'librettos', 'cellos', 'concertos', etc.).
- Intervals should be spelled out (e.g., 'a sixth', 'a minor third').
- References to specific pitches should use one of two systems:
  - Helmholtz (middle C = c')
  - Scientific (SPN), also known as American standard pitch notation (ASPN) (middle C = C_4).

Titles of Works
- Generic titles should be roman with maximum capitalisation (e.g., 'Fifth Symphony', 'Symphony No. 4', 'Mass in B Minor').
- Capitalise 'Op.' and 'No.', and ensure a comma precedes 'Op.' in a full title (e.g., 'Symphony No. 4 in F Minor, Op. 36').
- References to 'major/minor' and 'flat/sharp' in the names of musical works should be unhyphenated and capitalised (e.g., 'Symphony in E Flat Major'). In running text, if an author is using these terms to discuss a feature of the harmonic structure, they should be in lower case (e.g., E flat major).
- Given titles and non-English-language titles should be italicised (e.g., '*Symphonie fantastique*', '*Missa solemnis*'). Translations should be provided for unfamiliar non-English titles.
- Complete works, such as song cycles, should be italicised (e.g., '*Dichterliebe*'), but individual songs should be roman in quotation marks (e.g., 'Im wunderschönen Monat Mai').
- Titles of movements from the mass should be roman with maximum capitalisation (e.g., 'Kyrie', 'Agnus Dei'). Sections within movements should be roman in speech marks and in sentence case (e.g., 'Et in terra pax').

Musical Notation
- Accidentals should be in symbols rather than words (see table that follows).
- Commonly used music notation symbols can be directly inputted using these codes, or by copying and pasting directly from this table (note: please ensure you are using a Unicode-compatible font):

Music symbol	Unicode value	Insert instruction (for PC users)*
Flat ♭	U+266D	Type 266D and then Alt +X

Natural ♮	U+266E	Type 266E and then Alt +X
Sharp ♯	U+266F	Type 266F and then Alt +X
Crotchet/Quarter note ♩	U+2669	Type 2669 and then Alt +X
Quaver/Eighth note ♪	U+266A	Type 266A and then Alt +X
Beamed quavers/Eighth notes ♫	U+266B	Type 266B and then Alt +X
Beamed semiquavers/Sixteenth notes ♬	U+266C	Type 266C and then Alt +X

*For Mac users, the process is 'Option' + the given Unicode number

10 Philosophy

- Some philosophy titles use a mixture of referencing styles in the form of short-title footnotes (or endnotes) for secondary sources, with in-text parenthetical references for primary sources. Usually these primary sources are abbreviated, and a List of Abbreviations is provided in the prelims or, sometimes, within/at the start of the Bibliography. Either format is fine to retain.
- When abbreviated references are provided in the prelims, it is preferable for those to be repeated in full in the Bibliography (if the title has one). Some branches of philosophy (for example German philosophy) tend to follow specific subject conventions for the styling of abbreviations of primary source references. This is fine, and the copy-editor should defer to the author's expertise about such conventions, as long as the system being used is sensible and consistent.
- Philosophy typescripts may contain both single and double quotation marks. If so, the copy-editor should not assume that this is a mistake, because it may demarcate the philosophical distinction between use and mention. Some authors like to make this distinction clear by using the opposite type of quotation mark to the one they are using for other quoted matter. If so, this should be retained.
- Philosophy titles frequently only contain chapter titles and A headings in the table of contents.

11 Psychology

- Psychology titles often follow the American Psychological Association style (APA). This is fine to follow for references and in-text citations. For everything else, this Cambridge University Press style guide should be used.
- Although classed as HSS titles, psychology titles should follow STM numbering (i.e., 10 and above should be written in figures).
- While either US or UK style can be used, the same style across chapters is preferred for contributory books. This will be covered in the copy-editorial brief.

12 Religion

Biblical Sources

- We recommend consulting *The SBL Handbook of Style* (2nd ed., SBL Press, 2014) for any discipline conventions – especially for Near Eastern studies, biblical studies, early Christianity, and Jewish and rabbinic studies – not covered in this section or elsewhere in this style guide.

- Books of the Bible cited without chapter (or chapter and verse) are preferably spelled out in the main text.
- Books of the Bible cited with chapter (or chapter and verse) are more commonly abbreviated unless they come at the beginning of the sentence. The use (or not) and style of abbreviations should be consistent throughout.
- Books of the Bible cited by chapter and verse may use either a colon or a full stop (e.g., 'John 6:7' or 'John 6.7') but should be consistent.
- Extrabiblical texts generally follow the above conventions but use a full stop rather than a colon between chapter and verse.
- Books of the Bible and extrabiblical texts may or may not be italicised depending on the preferences of the author or editor. This should be consistent within the same corpus (e.g., all books of the Bible are not italicised; all extrabiblical texts are).
  - NB. Copy-editors should be aware that some scholars choose citation styles for particular purposes. For example, 'canonical' books of the Bible may be in roman with a colon between chapter and verse (e.g., 'John 6:7') whereas italic and a full stop may be used for anything outside the canon, such as apocryphal texts (e.g., '*Apocryphon of James* 1.5'). Other variations to referencing style may also be due to regional, religious or ideological preferences of the author. Although our general preference is for consistency throughout, any changes to style should be made in consultation with the author or editor.
- Abbreviations for books of the Bible, Jewish scriptures and other corpora, such as Christian apocrypha or the Nag Hammadi Codices, etc., do not need to be written out in full at first mention in the text (this is an exception to our general rule on abbreviations), as long as they are recognisable to readers in the discipline.

Qur'anic and Islamic Sources
- For Islamic scripture, the preferred transliteration is 'Qur'an' or 'qur'anic' (adjective), with a single quotation mark representing the glottal stop. Works with large amounts of transliterated Arabic may prefer to use a proper hamza, however, which is also correct: 'Qurʾan'. Alternative anglicised spellings of the scripture are acceptable if the author prefers and/or it is relevant to the argument (e.g., 'Quran', 'Koran') but these are considered old-fashioned and should ideally be avoided.
- The 114 chapters of the Qur'an are usually transliterated as 'suwar' (singular) and 'sūrah' (plural), but 'sūrahs' is also acceptable for the plural. Verses are usually transliterated as 'āyāt' (singular) and 'āyah' (plural), but 'āyahs' is also acceptable for the plural.
- Typically, the first reference to a verse or verses in a chapter should give the title of the sūrah first, followed by the numbers of the chapter and verse or verses separated by a colon, such as 'Q Baqarah 2:54', 'Q ʿAlaq 96:1–5'. In subsequent references to the same verse, or in other instances in which abbreviating the reference is desirable, the title of the sūrah may be omitted, so long as there is no ambiguity.

Buddhism, Hinduism and Other Traditionally Asian Religions
- The International Alphabet of Sanskrit Transliteration (IAST), a subset of the ISO 15919, is typically favoured for the transliteration of Sanskrit, Prakit and Pāḷi.
- When referred to generically, holy beings and spiritual teachers need not be capitalised (e.g., 'buddhas', 'arhats', 'gurus'); however, when they are referred to as part of an individual's title capitalisation is correct. The names of individual gods (e.g., Vishnu) should be capitalised.
- The word 'Dharma' (and 'Buddhadharma') is capitalised except when referring to phenomena in general.
- In Buddhism, canonical collections of the Tripiṭaka should be capitalised, whereas literary genres in general do not need to be (e.g., 'perfection of wisdom'), though the author's preferences in this regard should be followed, so long as there is consistency.

- When referring to Hindu religious texts, 'Vedas' and 'Vedic' should be capitalised. Some texts have variant spellings (e.g., 'Rigveda', 'Rig Veda' and 'Ṛgveda') – any are acceptable as long as they are consistent throughout.
- Although most transliterated words should appear in italic, some words have been assimilated into English and do not need to be italicised (e.g., 'mantra', 'karma', 'nirvana', 'buddha', 'dharma'). Please check the *ODWE* or *Merriam-Webster* for words that have been brought into common English usage.

General Points
- Authors citing more than one translation of a religious text must indicate which translation is used in a particular citation.
- For quotes in Latin or Ancient Greek, and for citing Classical sources, our general preference is to follow presentation styles as laid out in (Classics).
- For recommendations on the presentation of other languages (e.g., Hebrew, Coptic, Syriac, Armenian, etc.), including use of correct Unicode fonts, please refer to the *SBL*, 2nd ed., section 2.1.2.1. Conventions for transliteration of these and other languages (including spelling) may also be found in the *SBL*.
- Standard abbreviations for journals and book series can be found in the *SBL*.

STM Books

General Notes on STM Books
- Sometimes, STM books do not include lists of figures or lists of tables if they have too many figures/tables that would take up too many pages. The author may include a Figure Credits page in the frontmatter where they acknowledge the publishers who have granted them permission to use the figures, along with a disclaimer.
- Occasionally there is a page of endorsements in the frontmatter if the text is too long to fit on the back cover. Normally these go on page ii.
- If there is a list of contributors, it will normally consist of just the name of each contributor and their affiliation. Author bios are rare.
- Headings, figures, equations, tables, etc. are normally numbered decimally by chapter (e.g., Table 2.1 would be the first table in Chapter 2). If an author has provided the whole typescript using a different system then this is usually accepted as long as it makes sense and is consistent. For STM books on more social-science-type topics, headings can also be left unnumbered.
- In the table of contents, STM books usually include subheadings down to A-level (1.1), except for coursebooks/textbooks, which can go down to B-level (1.1.1). If an author is intent on using B-level headings or below, then this is usually accepted unless the table of contents becomes very long. This should be discussed with the Content Manager. In edited volumes, only the chapter titles are included (i.e., no subheadings).
- Footnotes or endnotes are not very common in STM books. However, if they are present and the book is written by a single author or multiple authors then we prefer to have footnotes; if it is an edited volume then we prefer end-of-chapter notes. Notes should not be numbered continuously; instead, they should start with '1' for each chapter. Always use Arabic numerals for note numbering.
- For monographs, the headings and numbering should be made consistent throughout.
- Either the % symbol or 'percent/per cent' may be used, depending on author preference, as long as consistent.
- Ensure appropriate punctuation (e.g., a full point or comma) appears at the end of each equation.
- Theorems, equations, etc. that are named after more than one author need to use an en rule and not a hyphen (e.g., 'Navier–Stokes', 'Cauchy–Schwartz').

- The following forms are acceptable when accompanied by a number: Fig., Eq., Ex., Exx. All other elements should be spelled out: Table, Section, Theorem.
- Equation numbers should be parenthesised and referred to as either 'Eq. (1.1)' or just '(1.1)'. Use 'Equation (1.1)' at the start of a sentence.
- It is acceptable to have either all equations numbered or just those that are to be discussed in detail.
- Numbers to chemical equations should be distinguished either by the use of bold numbers in parentheses or by square brackets.
- In typescripts that have been prepared in MS Word, equations should always be written using MathType.

13   Astronomy

For further guidance on editing astronomy titles, see *Butcher's Copy-Editing*, 4th ed., pp. 324–7.

- 'Sun', 'Moon', 'Earth' and 'Galaxy' should be capitalised when referring specifically to *our* Sun, Moon, etc. In more general contexts (e.g., 'the moons of Jupiter', 'a galaxy cluster'), they should be in lower case.
- Theories, laws and effects should have initial capitals when they are proper names, but otherwise should be in lower case (e.g., 'Hubble law', 'Doppler effect', 'big bang theory', 'general relativity').
- Roman numerals for spectra of ions should be in small capitals preceded by a space (e.g., H II).
- Star names may be written out in full (e.g., 'αOrionis') or abbreviated to the standard three-letter abbreviation (e.g., 'αOri'), with the Greek letter written out in full with or without an initial capital (e.g., 'Alpha' or 'alpha Orionis'), or using the Greek symbol (e.g., 'αOrionis').
- Right ascension coordinates may be given with superscripts (e.g., '$12^h\,13^m\,30^s$ *or* '$12^h\,13^m.5$') or without (e.g., '12h 13m 30s' *or* '12h 13.5m').
- Where superscripted units are used, the unit should be placed to the left of any decimal point (e.g., '$21°\,7'.5$').
- Northern declinations are written as positive, retaining the plus sign (e.g., 'dec. $+25°\,3'.7$'). Southern declinations are written as negative. Ensure the negative symbol (U+2212) is being used and not a hyphen.
- Dates should be written in the order: year, month, day (e.g., '1998 March 13').
- Universal Time should be written in the form hours:minutes:seconds UT (e.g., '25:32:51 UT'). Universal Time can be written with (e.g., '14.30 UT') or without (e.g., '1430 UT') a point between hours and minutes.
- Time can also be written as, for example, '2d 3h 5m 6s' or '2.085 d'.
- 's', 'm', 'h', 'd' and 'y' are acceptable for 'second', 'minute', 'hour', 'day' and 'year'.
- Abbreviations in astronomy:

RA	right ascension
dec. (or Dec.)	declination
p.a. (or PA)	position angle
mag	magnitude
UT	Universal Time
l.y.	light year
AU (or a.u.)	astronomical unit
pc	parsec

14   Computer Science

- The frontmatter section of computer science textbooks may contain charts; these should be retained and numbered as figures.

- In computer science, simple sequential numbering for figures in the frontmatter is preferred (i.e., '1', '2', '3' instead of '0.1' or 'I.1').
- Computer science titles should not contain lists of figures or tables. However, the frontmatter may include a list of algorithms, which should be retained.
- In edited volumes, A headings should be included in the table of contents.
- In textbooks, B headings should be included in the table of contents.
- Copy-editors should not edit code snippets.
- Code listings may sometimes be presented as figures.
- Line breaks in code snippets and code listings should not be changed.
- Algorithms should be numbered in the same way as figures.
- For heavily mathematical books, the conventions in Section 18 (Mathematics) of this guide for numbering of elements, typesetting and punctuation of mathematics should be followed.
- Computer science titles generally use author–date or numbered referencing. APA and IEEE are common. Short-title is not usual for the discipline and any instances should be flagged for the Content Manager.
- The Psychology and Mathematics sections of this guide (Section 11 and Section 18, respectively) may be useful for computer science titles.

15   Earth and Environmental Sciences

For further guidance on editing geology titles, see *Butcher's Copy-Editing*, 4th ed., pp. 343–4.

- Earth and environmental sciences often overlap with other subjects. If it is not clear from the brief, the copy-editor should consult the Content Manager on whether HSS or STM rules should be followed (e.g., a book on environmental law may follow law or science conventions).
- The copy-editor should follow the author's usage for capitalisation of geographical terms/features. If inconsistent, lower case should be used for features such as 'channel', 'crater', 'fault', 'glacier', 'lake', 'plateau', 'river', 'volcano' (unless part of a proper name).
- Adjectives derived from proper names should be capitalised (e.g., 'Martian', 'Kelvin', 'Stokes').
- Fossil names should be italicised.
- In biostratigraphical zones, the fossil name only should be italicised (e.g., '*Didymograptushirundo* Zone' (capital Z), often shortened to, e.g., '*hirundo* Zone').
- Differentiate between units of time (e.g., Period, Epoch, Age) and terms describing rocks (e.g., System, Series, Stage). For example, an event may occur in the 'Cretaceous Period' and rocks are of the 'Cretaceous System'.
- Time units may be subdivided into 'Early', 'Middle' and 'Late'. Rock units can be subdivided into 'Lower', 'Middle' and 'Upper'. 'Mid' may be used instead of 'Middle'.

Abbreviations

BP	years before present (taking 1950 as present)
Ga	thousand million years ago
ka	thousand years ago
kyr	thousand years
Ma	million years ago
myr (not m.y.)	million years

- Geological ages presented as a range should have the oldest/largest number first (e.g., '2.3–1.9 Ga').
- It is usual to abbreviate compass points when giving the orientation of linear features (e.g., 'E–W', 'SW–NE' (with en rules)).
- Mineralogical end member components are often subscript to the abbreviated mineral name (e.g., 'Fo_{42}').

Useful References
- Ogg, J. G., Ogg, G. and Gradstein, M. *The Concise Geologic Time Scale* (Cambridge University Press, 2008).
- Le Maitre, R. W., Streckeisen, A., Zanettin, B. *et al. Igneous Rocks: A Classification and Glossary of Terms*, 2nd ed (Cambridge University Press, 2005).
- Fettes, D. and Desmons, J. *Metamorphic Rocks: A Classification and Glossary of Terms* (Cambridge University Press, 2007).
- See also:
  - The Geological Society (UK), www.geolsoc.org.uk
  - American Geophysical Union, www.agu.org
  - American Geosciences Institute, www.americangeosciences.org

16   Engineering
- There should not be a list of figures or tables in the frontmatter.
- Full versions of endorsements should appear in the prelims, from page ii. Chapter subheadings, figures, tables, equations, etc. should be numbered decimally by chapter.
- Figures in the Preface, if included, should be numbered beginning with a zero (e.g., 'Figure 0.1'). If included in an introduction, they should be numbered starting with a capital 'I' for 'Introduction' (e.g., 'Figure I.1').
- In the table of contents, only A-level subheadings should be listed. In edited volumes, only chapter titles should be included in the table of contents. However, if B headings are already listed in the table of contents supplied by the author, and appear consistently throughout the entire book, they can be retained, as long as they don't make the Contents overly long.
- A brief table of contents listing only the chapter titles may be included only in textbooks of a significant length (i.e., more than 16 chapters or 800 pages).
- Notes are not common in engineering. However, where present, endnotes are preferred.
- The IEEE referencing system is a form of numbered referencing often used in engineering titles. The copy-editor should standardise to this system throughout if the author has used it. Please see https://ieeeauthorcenter.ieee.org.
- Any introductory chapter abstracts should be queried with the author and retitled to 'Overview'. For biomedical engineering titles, please refer to guidance in the Medicine section (Section 19) for guidance on medical terms.
- For queries on mathematical content, please refer to the guidance in the Mathematics section (Section 18).

17   Life Sciences
- The half-title page may contain the subtitle.
- The table of contents should contain only chapter headings and A headings, but no lower-level headings.
- Life sciences titles should not contain lists of figures or tables.
- Latin species names should be italicised with an initial capital. 'Species' should be abbreviated as 'sp.' ('spp.' plural).
- If authorities are used at all, they should be given after the introduction of each name.
- The genus name should always be written out at first mention. At subsequent mentions it may be abbreviated as long as there is no risk of ambiguity.
- When a genus or family name is used as a common or vernacular name it should not be italicised or capitalised (e.g., not '*Gorilla*', but 'gorilla'; not 'Cichlidae', but 'cichlids').

18   Mathematics and Statistics

- Authors in mathematics often follow the American Mathematical Society (AMS) style guide, though this is less common in statistics. The AMS style guide (2017) is designed to be compatible with LaTeX and it largely follows *The Chicago Manual of Style*. If an author has used AMS style, this is fine for the mathematical text and for the references but everything else should adhere to Cambridge University Press style (e.g., maximum capitalisation, running heads, subhead numbering, presentation of headings, etc.). If the typescript is following either US, UK or Canadian style, the copy-editor should adhere to the rules relevant to those styles.
- In typescripts that have been prepared in MS Word, equations should always be written using MathType.
- Maths titles rarely have any lists in the frontmatter (e.g., list of figures or tables).
- Chapters, headings, figures, tables, etc. should be numbered decimally by chapter. Other elements (e.g., definitions, examples, lemmata) should be numbered decimally by section in a single sequence (e.g., 'Definition 4.1.1', 'Lemma 4.1.2', 'Lemma 4.1.3', 'Theorem 4.1.4'). However, variations of that might also be acceptable; the copy-editor should consult the Content Manager in this case.
- Figures in the prelims sections are rare, but when they are present a simple sequential numbering is preferred (i.e., '1', '2', '3', etc. instead of '0.1' or 'I.1').
- It is fairly common to have multiple indexes, such as author indexes or indexes of symbols. The subject index should always come last.
- Mathematical symbols in the index should be alphabetised (e.g., 'π' comes under 'P' for 'pi'). They should not be listed separately at the top of the index. When using LaTeX, the index should be properly coded and linked in the text, not simply added as a word list.
- In the table of contents, usually only chapter titles and A-level headings are included but sometimes B-level headings are included too and may be retained.
- In most maths titles the author–date reference system is used. All references should be made consistent.
- If notes are present then they should be footnotes, numbered with Arabic numerals and start from '1' for each chapter.
- The frontmatter sections rarely include charts.

Italic and Roman
- All (non-Greek) variables should be in italic.
- Upper-case Greek variables should be in roman; lower-case Greek variables should be in italic. Please refer to the AMS style guide (2017), appendix E for examples of Greek variables in italic/roman in LaTeX, as well as variants of upper-case Greek letters.
- The typeface of labels in figures should match that of the text; for example, 'x' and 'y' should be italicised if they occur within a figure, a caption or the main text.
- Operators and single or many-lettered labels (e.g., 'T' for 'transpose') should be in roman.
- Use upright type for μ when it forms part of a unit (e.g., 'μg').
- Differential d, exponential e, imaginary i (or j) should be in roman, but make exceptions if the formatting is consistent.
- Vectors should preferably be in bold roman.
- Tensors should preferably be bold italic sans serif, but there is no universal convention for the presentation of tensors. The copy-editor should make sure the author is happy with the system used.

Spacing
Note that LaTeX, if properly used, should take care of spacing around operators and relations. The copy-editor should not be asked to add space.

- There should be space on either side of an operation/relation symbol, unless it is used to designate a positive or negative value of a number or variable:

$$x + y \qquad 2x - 3y = -16x \qquad -3 < n < 3 \qquad \pm 8$$

- No space to be left between quantities multiplied together where the multiplication symbol isn't shown, and no space between fences and the variables on either side of them:

$$6ab \qquad 2x(x - 3) \qquad (2x + 1)(x - 4) \qquad 4|n|$$

- No space to be left between terms and their sub-/superscripts, or between sub-/superscripts and the terms following them:

$$6y^3 \qquad \sin^{-1}x \qquad x^2y^2 \qquad c_{\mathrm{e}}x$$

- There should be a space on either side of trigonometric functions, logarithms, exponential and limit functions *unless* (a) they are preceded or followed by fences, (b) the function carries a superscript or subscript or (c) the function is itself part of a sub-/superscript or the limit of a sigma-class symbol:

$$x \tan y \qquad (ab)\sin^{-1}2x \qquad \log x \qquad \exp(x - 3y) \qquad a^{\cos c}$$

- The colon should not be equally spaced in the representation of a function (e.g., $f : A \to B$). If the colon is floating in the middle of the equation then instruct the typesetter to replace it with the command " \colon ".

Bad example: $\Omega\ :\ \Gamma\ \to\ \mathbf{Z}$

Good example: $\Omega :\ \Gamma \to \mathbf{Z}$

Other Setting Conventions
- Always punctuate displayed equations so that they make grammatical sense within the sentence in which they appear (e.g., if an equation falls at the end of a sentence, it should end with a full stop). Punctuate each line of a left-braced multiline equation.
- Sums, products and integrals: limits should follow the symbol as sub-/superscripts in running text. Limits are set above and below the symbol in displayed maths. (See image below.)

$$\text{IN TEXT: } \sum_{m=0}^{M-1} \qquad \text{DISPLAY: } \sum_{m=0}^{M-1}$$

- Avoid vertically stacked fractions in text as they increase inter-line spacing.
- Avoid multiple stacking of fractions in display. Where fractions themselves form part of a numerator or denominator, make them sloping if this can be done without confusing the sense.
- Where breaking an equation **in text** is unavoidable, break according to the following order of preference: (1) before or after an equals sign (preferably after); (2) before or after an addition or subtraction sign (preferably after), but not if this occurs between fences; (3) before or after a multiplication sign (preferably after), or between sets of fences where the multiplication sign is not displayed (in which case add it); or (4) before a sigma-class symbol.
- Where breaking an equation **in display** is unavoidable:
  o Break before binary operators, not after.

- o Where the left-hand side is unchanged, align the equals sign on each line.

$$2uv = u^2 + v^2 - (u - v)^2$$
$$= k - (u - v)^2$$

- o Where the left-hand side is long, align the equals sign with the first binary operator on the first line:

$$[(a_1 + a_2) + (a_{11}s_1 + a_{21}s_2)]/[(b_1 + b_2) + (b_{11}s_1 + b_{21}s_2)]$$
$$= f(x)g(y) + \cdots$$

- o Where the right-hand side is long, align the continuing binary operator with the first term to the right of the equals sign:

$$f(x) = 2k(a^2 + 5b)(3c - b^2 c)$$
$$+ (a^2 + b^2)\{4cb + [(4 - b^2)^2(ab + 4c^2 + b^2 c)]\}$$

- o If splitting between fences is unavoidable, align so that all of the contained expression is right of the opening fence and left of the closing fence:

$$f(x)g(x) = (\sin ab + \sin cd)[R_0(2k \cos b) - 2R_1 R_2(2k \cos a)$$
$$+ 3R_2(b \sin ab) + \cos b]$$

- o Another option may be to change an inline equation to a displayed format.

- The text of the following enunciations in mathematics books should be set in italic (other enunciations, such as definitions, should be in roman):
  - o theorems
  - o lemmata
  - o rules
  - o propositions
  - o corollaries
- Ellipses should be raised between binary operators (e.g., '$+ \cdots +$') but not between punctuation marks (e.g., '$x^n, x^{n+1}, x^{n+2}, \ldots, x^{n+y}$').
- All mathematical and statistical abbreviations should be rendered without full points (e.g., 'sem' or 'SEM' for 'standard error of the mean', 'sd' or 'SD' for 'standard deviation').
- Avoid the abbreviations 'iff' for 'if and only if' or 'w.r.t.' for 'with respect to'. However, the copy-editor should speak to the Content Manager before making a global change.
- Unless dealing with formal logic, avoid the symbol $\forall$ as an abbreviation for 'for all'. Avoid the symbol $\exists$ as an abbreviation for 'there exists'.
- Sentences should not start with symbols or abbreviations.

- In cross-references, spell out 'Chapter', 'Figure', 'Section', 'Proposition', 'Corollary', etc.
- Copy-editors should change the incorrect use of 'less than'/'greater than' symbols (< and >) when the author meant to use angle brackets $\langle$ and $\rangle$ (in LaTeX: "\langle" and "\rangle").

  The Unicode characters for angle brackets are U+3008 (right) and U+3009 (left). For 'less than' the Unicode character is U+003C and for 'greater than' U+003E.
- Constructions with indices such as X^i can be read as either singular or plural, depending on the context: 'each X^i corresponds to one trial' and 'the X^i are all integer valued'. Do not form plurals of these constructions by adding 's' or apostrophe 's'.
- Delimiters (fences) should ideally be as large as the material they enclose, but LaTeX's default setting will often be too large. If this is not consistent then adjust the size of the fences to be optically correct.

  Bad examples:

$$d\theta_1 = (\frac{d\varsigma_{n+1}}{1+\varsigma_{n+1}} + \frac{d\overline{\varsigma}_{n+1}}{1+\overline{\varsigma}_{n+1}})$$

$$d\theta_1 = \left(\frac{d\varsigma_{n+1}}{1+\varsigma_{n+1}} + \frac{d\overline{\varsigma}_{n+1}}{1+\overline{\varsigma}_{n+1}}\right)$$

  Good example:

$$d\theta_1 = \left(\frac{d\varsigma_{n+1}}{1+\varsigma_{n+1}} + \frac{d\overline{\varsigma}_{n+1}}{1+\overline{\varsigma}_{n+1}}\right)$$

- Fences should always be in roman.
- Additional information included in headings of theorems, etc. should be in roman (e.g., 'Theorem a.b (Dudley–Pollard) *Let F be the ...*').

19   Medicine

Formatting
- Medicine titles often follow the American Medical Association style guide (AMA) or American Psychological Association style (APA). Both of these are fine to follow for references and in-text citations. For everything else the Cambridge University Press style guide should be used.
- There should be no half-title blurb; only the title of the book is to be placed on the half-title page.
- No A or B headings are to be included in the table of contents (i.e., the default will be just chapter title and contributor name(s)) unless specified otherwise.
- A list of abbreviations (if supplied) should be placed in the prelims and not in the endmatter – this is often called 'Glossary' (and sometimes has terms as well as abbreviations).
- 'Section' should be used rather than 'Part', and should be numbered using Arabic rather than Roman numerals (e.g., 'Section 2', not 'Part II').
- Running heads for medicine titles are typically: 'Section [insert section number]: [insert section name]' (verso) and 'Chapter [insert chapter number]: [insert chapter name]' (recto).
- The copy-editor should only rework the formatting of references if it is inconsistent. If references are clearly and consistently formatted but do not follow house style, the author's system should be retained.

- We prefer that the same system is used throughout the book (e.g., author–date or numbered), but if the style of the references needs to be consistent within each chapter only, this will be stated for the copy-editor in the brief.
- In multi-contributor titles, it is not necessary to ensure subheadings have been numbered consistently in the same way throughout. If consistency is required, this will be stipulated in the copy-editorial brief provided.
- The copy-editor should not include any chapter abstracts or keywords that have been supplied unless otherwise instructed.
- Boxes and tables are often included in medicine titles. Authors tend to call these 'figures'. If not clearly a figure, the copy-editor should ensure content is relabelled appropriately and that the cross-referencing is also updated. However, copy-editors should query this with the book's Content Manager before making any global changes.
- In terms of style, many medicine titles utilise fewer commas and sometimes use sentence fragments, especially as descriptors. Medical authors tend to write in a more idiosyncratic style, which is fine to retain.
- Terminal punctuation is omitted in lists.

Content
- Drug names should be consistent with the standard nomenclature of either the USA (the International Non-proprietary Name, INN) or the UK (the British Approved Name, BAN).
- Generic drug names should always be given, with proprietary names (if required) in parentheses.
- Generic drug names begin with a lower-case letter, proprietary names with an upper-case letter.
- Terms that apply only to one country should be avoided (e.g., prefer 'primary care physician' to 'GP'). Also avoid 'NHS' and 'the Health Service'.
- Latin names of micro-organisms should be italicised with initial capitals (e.g., '*Salmonella enteritidis*'). When used as a common or vernacular name, the genus name should be in lower case and roman (e.g., 'a salmonella infection').
- Virus Latin names are italicised (e.g., '*Enterovirus*'); common names are lower-case roman (e.g., 'herpes simplex').
- 'In vitro' and 'in vivo' should be in roman.
- Always use the spelling 'fetus', even in books with UK spellings.
- Commonly used abbreviations do not need spelling out (e.g., 'CT', 'MRI', 'EEG', 'HIV').

BMJ References
This is a form of numbered referencing that is sometimes used in medicine titles. If the author has used this, it should be followed for the references only. See http://resources.bmj.com/bmj/authors/bmj-house-style for further information.

20   Physics
- B-level headings and below should never be included in the table of contents for physics titles.
- Equations should be numbered by chapter rather than by section.
- In typescripts that have been prepared in MS Word, equations should always be written using MathType.
- When using LaTeX, the index should be properly coded and linked in the text, not just added as a word list.
- It is customary for the figure/table numbering to start from zero in the prelims sections or the introduction (e.g., 'Table 0.1', not 'P.1' or 'I.1'). However, it is extremely rare for figures/tables to occur in these sections.
- Physics referencing may follow AIP (American Institute of Physics) guidelines. This is a form of numbered referencing with more abbreviated citations than most systems (e.g., journal article titles and chapter titles are not given). If this is used consistently, it is fine to retain.

III APPENDICES

A UK Style – Quick Reference

Abbreviations
Render initialisms with no full points: NATO, US, EU, BC, AD, etc.

Contractions should have no full points (Mr, Dr, St, Jr, Revd), though abbreviated words that do not end with their final letter, and their plural forms, should (vol., vols., ed., eds.).

Brackets
Use square brackets for editorial interpolations within quoted matter, round brackets for nested brackets (brackets within brackets) (e.g., 'as has been noted (and as Jones (1989) maintains)').

Dates
Use the form: 1 January 2021, or January 2021.

Percentages
'Per cent' should be two words. In HSS titles, percentages should be expressed using numerals, with the words 'per cent' spelled out (e.g., '25 per cent'); exceptions to this are technical discussions or in a series of comparisons where a group of percentages would look better with the '%' sign. The '%' sign may also be used in tables and figure captions. In STM books, either '%' or 'per cent' may be used, depending on the author's preference, as long as it is consistent.

Punctuation
Use single quotation marks, and double quotation marks for quotations within quotations.

Note that in some titles (e.g., some linguistics and philosophy books) the author may want to maintain a distinction between single and double quotation marks. Check with the author before making global changes.

Punctuation should follow closing quotation marks except for grammatically complete sentences beginning with a capital letter.

Spaced en rules (–) should be used for parenthetical dashes.

Spellings
Standardise to either '-ise' or '-ize' word endings.

Use British English (analyse, labour, programme; *but* computer program).

Make spelling consistent with standard usage, as confirmed with *ODWE* and the *OED*, except for quoted matter.

B   US Style – Quick Reference

Abbreviations
Render initialisms with no full points: NATO, USA, EU, BC, AD, etc.

Contractions should have a full point (Mr., Dr., St.), as should abbreviated words, in both singular and plural forms (vol., vols., ed., eds.).

Brackets
Use square brackets within parentheses (e.g., 'as has been noted (and as Jones [1989] maintains)') and for editorial interpolations within quoted matter.

Dates
Use the form: January 1, 2021, or January 2021.

Percentages
'Percent' should be one word. In HSS titles, percentages should be expressed using numerals, with the words 'per cent' spelled out (e.g., '25 percent'); exceptions to this are technical discussions or in a series of comparisons where a group of percentages would look better with the '%' sign. The '%' sign may also be used in tables and figure captions. In STM books, either '%' or 'percent' may be used, depending on the author's preference, as long as it is consistent.

Punctuation
Use double quotation marks, and single quotation marks for quotations within quotations.

Note that in some titles (e.g., some linguistics and philosophy books) the author may want to maintain a distinction between single and double quotation marks. Check with the author before making global changes.

Punctuation should precede closing quotation marks (except for question marks, exclamation marks, dashes, colons and semicolons, unless these are part of the quoted matter).

Spaced en rules (–) should be used for parenthetical dashes.

Spellings
Use US English (analyze, labor, program, focuses).

Make spelling consistent with standard usage, as confirmed with *Merriam-Webster*, except for quoted matter.