

## Triarchy Press House Style Manual

This House Style Guide is intended to assist anyone writing, editing or keying in material which may circulate outside Triarchy Press Ltd, and we ask that our authors, editors, copyeditors and proofreaders work to these rules.

In general we follow 'Oxford Style' (The *Oxford Guide to Style*, formerly *Harts' Rules*, and the *Oxford Dictionary for Writers and Editors* are published together in one volume entitled the *Oxford Style Manual* - 2003 Edition - to which we make reference in this document.) This document records those areas where, because of our particular needs, we need either to build on or vary from 'Oxford Style', or where practice varies so much that it is useful to record the preferred options.

Our intention is that this document addresses the main areas of contention our writers are likely to encounter. The *Oxford Style Manual* is an interesting, informative and extremely useful reference work for writers and publishers and we recommend that you invest in a copy. However, we do keep one in our office and, should you be without the volume, we will try our best to answer any specific queries you may have that are not answered below. Please email [info@triarchypress.com](mailto:info@triarchypress.com) to ask any reasonable questions.

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## Abbreviations and Acronyms

- ❖ Standard abbreviations that will be familiar to your audience can be used throughout, e.g. BBC, UK, USA.
- ❖ Less familiar abbreviations, and those specific to the subject area of the book, should be written out in full on their first mention only with the abbreviation in brackets (no full stops between letters), e.g.

Department for International Development (DFID), North Atlantic Treaty Organization (NATO), International Monetary Fund (IMF).

- ❖ No full stop after metric units of measurement, and put a space between number and unit: 20 km, 2 g. Exceptions: degree sign, 14°C, and per cent sign, 20%.
- ❖ In text, units of measurement are abbreviated when used with a numeral, 5 kg, but spelled out otherwise, e.g. The kilogram is a handy unit of measurement. (See Numbers below.)
- ❖ Plurals of abbreviated units are the same as the singular: 60 kg, 1 kg.
- ❖ No full stop after contracted abbreviations (where the contraction ends with the last letter of the word): Mr, Dr, St, Ltd.
- ❖ Full stops after (and a space between) initials in a name, then a space between the initials and the surname: J. R. R. Tolkien. Names given entirely in initials are separated by full stops but no spaces (J.R.R.T).
- ❖ Time of day: 6.00am, 6.00pm, 12.00 noon, 12.00 midnight
- ❖ Historical period: 1066 CE; 300 BCE
- ❖ ed. (for edited by in References); eds (editors); edn (edition); e.g.; et al.; etc.; i.e.; no. (for number); vol. (for volume) (note that none of these is italicized).
- ❖ Figure is spelled out and capitalized; 'in Figure 5, where. . .'.
- ❖ Telephone is abbreviated to Tel. (not Phone), and numbers should follow the international system: +44 (0)1297 631456 for Triarchy Press.

## Capitalization

Refer to Reference books listed in the Introduction for specific instances. Broad rules are as follows.

- ❖ Use an upper case initial capital for all proper nouns.
- ❖ Capitalize throughout acronyms and sets of initials, e.g. USAID, SKAT, except for those that have become words, such as Oxfam.
- ❖ Capitalization should be reserved for proper names. Distinguish between 'the state's government' and 'the State of Bangladesh'. Titles and ranks are capitalized when they accompany a personal name; for example, 'Prime Minister Gordon Brown claimed...'; 'the prime minister of the United Kingdom, Gordon Brown, said...'; 'in the UK the prime minister is the head of government'.
- ❖ Other examples include: Protestant, Catholic, Hindu, etc.; periods and wars, e.g. Dark Ages, Second World War; trade names like Concorde, Vaseline.
- ❖ Compass points, such as North, South, and their adjectives (southern etc.) are capitalized if they are part of the title of an area or political division, e.g. Western Australia, South-East Asia, but southern Scotland; the North-South divide, but northern NGO.

## Dates

Use the following examples as a guide when writing out dates:

- ❖ on 4th August 1902 (day month year - no commas)
- ❖ from 4th August to 10th December 1902
- ❖ from August to December 1902
- ❖ from 1902 to 1966
- ❖ 1902-66

- ❖ 1879-1902
- ❖ 5th century, 18th-century painting
- ❖ 5th century BCE
- ❖ 1900s, 1960s, 2000s, 2040s (no apostrophes)
- ❖ 1976-7, 123-4, but 113-14

\*(4th or 4<sup>th</sup> is fine, but be consistent throughout)

## Foreign Languages

Briefly:

- ❖ Use italic type for any words or phrases given in a foreign language (that have not been subsumed into English), with a translation, in parentheses and in roman, if necessary (don't use quotation marks for this translation): e.g. *doppelgänger* (double).
- ❖ When you quote in foreign languages, use roman type inside single quotation marks: 'Au fait', 'beau T-shirt'.
- ❖ Use accents in more unfamiliar words that would be confusing without: résumé.

## Italics

Italicize foreign words or phrases consistently (i.e. not just at the first mention). Beware of italicizing a word that will be used many times in a book or article.

Also italicize:

- ❖ titles of published books;
- ❖ titles of periodicals (but article titles are roman and in single quotes);
- ❖ long poems, plays, films, radio and TV programmes;
- ❖ genera; species (but family should not be italicised): *Gossypium herbaceum* is short-fibre cotton, while *G. barbadense* has relatively long fibres; the genus *Anopheles* belongs to the mosquito family or Culicidae.

## Numbers

- ❖ Spell out the following numbers:
  - ❖ one to nine inclusive e.g. three people, unless with a unit e.g. 3 mg;
  - ❖ all numbers that appear at the beginning of sentences (although try to reword the sentences so that the number can come in the middle).
- ❖ Use numerals for the following:
  - numbers from 10 upwards: 17 people, 100 years
  - numbers that express a decimal fraction (always use a zero before a decimal point): 0.5, 10.6, 287.9
  - with million and billion: 2 million, 2.3 million, 14 million (unless consistently different usage). But note NOT when denoting currency (see Abbreviations above)
  - numbers below 10 when the figure is part of a comparison with a number above nine or is just located close by in the text: 'Children spend between 6 and 16 hours reading every week'

- numbers that express percentages (use ‘%’ in tables, boxes, lists and labels, and ‘per cent’ in body text): 2 per cent (text), 2% (table, box, list or label)
- ❖ Use a comma between thousands: 4,319; 25,000
- ❖ Metric units are preferred, but be consistent (metric or imperial) within the manuscript. If there are mixed measurements, include a conversion table.
- ❖ Tables: always use abbreviations, and also in the heading if possible
- ❖ Fractions: write out fractions in text (including captions): two-thirds, three-eighths. Use numerals in tables, boxes, lists and labels.
- ❖ Use (for example) ‘a third’ rather than ‘one-third’ if there are no surrounding numbers in the text and it would flow better to use this style.
- ❖ Number ranges: the dash used is the en dash (available from the insert symbol menu in Microsoft Word): 1923-44; 519-26.
- ❖ In general, use *billion* for a thousand million and *trillion* for a million million - but specify this use at the first mention in the text. If there is sufficient reason to use the former British meaning of billion (a million million) or trillion (a million million million), please also explain this within the text.

## Currencies

- ❖ Always use numerals to express sums of money.
- ❖ Specify the type of dollar or pound on first usage.
- ❖ There should be no space between the symbol and number.
- ❖ The symbol should precede the number.
- ❖ Insert early in book or at a relevant point the equivalent in UK Sterling, US dollar and Euros (with the exchange rate date) for other currencies. We may remove any or all of these equivalent rates during the editorial stage.

Use the following examples as a guide when expressing sums of money:

- ❖ 10p
- ❖ £10, £9,999, £2 m, £3.4 m, \$7.3 bn
- ❖ £19.00, £19.56

## Punctuation

### *Commas*

- ❖ In general, we try to minimize the use of a comma before a conjunction (informally known as the ‘Oxford comma’), i.e. ‘innovative, academically respectable and accessible writing’ **not** ‘innovative, academically respectable, and accessible writing’.

### *Hyphens*

- ❖ see *The Oxford Guide to Style*, Section 5.10 for the use of hyphens in compound words. Where individual judgement is required, be consistent.

- ❖ use hyphens when compound adjectival forms come before the noun: little-known detail, well-read individual, much-needed reform, two-day seminar, 20th-century book, late-19th-century performance, early-18th-century edition (Note, these constructions should not be hyphenated if they come after the noun if there would be no confusion about sense: ‘a detail that is little known’; ‘he is well read’; ‘that manuscript is 19th century’; ‘the painting is late 19th century’; but ‘Can you do that long-distance?’)
- ❖ always use hyphens in attributive adjectival **and** predicative forms with ‘self’ and ‘half’ e.g. self-taught child; he was entirely self-taught; mid-week seminar; half-complete assignment; it is only half-complete.
- ❖ **don’t** use hyphens with adverbial forms e.g. partly written essay, broadly stated policy.

#### *En (and em) dashes*

- ❖ Use en dashes in constructions that include two separate but equal components: teacher-student dynamic, the North-South relationship.
- ❖ Use en dashes in place of the word ‘to’: London-Glasgow train.
- ❖ Use en dashes in elisions of numbers, dates and times: 2-13 August 1998, 3.00-5.30 p.m. See also number ranges above.
- ❖ Use either an en or em dash (but consistently) to separate parenthetical comments from the rest of a sentence (put a character space on either side of the dash) e.g. ‘Blah - parenthetical comment - blah’.

#### *Accents*

For letters requiring accents, use the appropriate special character in Word or WordPerfect; make a note of any character you need that is not available and where it should appear.

#### *Possessives*

- ❖ for singular possessives ending with an -s that has an ‘s’ sound, use -s’s, e.g. Jefferson Davis’s home;
- ❖ for singular possessives ending with an -s that has an ‘eez’ sound, use -s’, e.g. Euripides’ plays, Ramses’ tomb.

#### **Quotation Marks and Quotes**

- ❖ use single quotation marks and punctuate according to the UK English convention, i.e. put the punctuation **outside** the closing quotes unless it is an integral part of the copy being quoted

Kate said ‘Now’<sub>1</sub> and then she went on to...

The last words of Martina were ‘Thank you, incidentally, for everything’<sub>1</sub>

Clare asked, ‘Why?’<sub>1</sub>

Toby yelled, ‘No!’<sub>1</sub>

Denise said, ‘Of course.’<sub>1</sub>

- ❖ Display (separate from the main text) all quotations that run to more than five typed lines.

- ❖ Indent displayed quotes by one tab stop from the left margin (it doesn't matter what the tab measure is).
- ❖ Don't use quotation marks with displayed quotations (if there is a quote within the displayed type, use single quotation marks).
- ❖ Use quotation marks for any quoted material that runs in to the main text.
- ❖ Use double quotation marks for quotes within quotes
- ❖ If you want to insert text of your own within a quotation (perhaps a change of tense to sit better with your surrounding text) use square brackets e.g. As Blah has noted 'blah [went] blah blah'.
- ❖ Credit the sources of displayed or run-in quotations, according to the Harvard system (see page 17)
- ❖ If you want to omit some of a quote, use an ellipsis of three dots (use the Word or WordPerfect symbol) to show where text has been removed (you don't need to do this at the beginning or end of quotes). Close up the ellipsis either side of the copy.

## Spelling

- ❖ We use Oxford -ize spelling for words where acceptable in UK English, e.g. organization, specialize, modernize. Please consult the *Concise Oxford English Dictionary* or their on-line function '[ask oxford](#)' if you are unsure how a word should be spelt.

## Internet and Digital Terms

Use the following as a style guide when writing Internet or digital expressions:

- ❖ the Internet, the World Wide Web, the Web, Web page, homepage, byte, CD-ROM, FTP (File Transfer Protocol), webserver, website, CD, DVD
- ❖ email, e-business, e-marketing, e-customers
- ❖ online, offline
- ❖ remember that URLs do not have terminal full stops

When proof-reading, avoid breaking URLs over lines, but if you have to, make sure the breaks occur at logical places, e.g. the address 'www.triarchypress.com' might be broken after 'www.' 'triarchypress.' or 'com'. Watch out for typesetters adding a hyphen at the line break that is not part of the address. Delete it.

- ❖ Please leave 'http' or 'www'. Don't standardize to one or the other. There are some addresses that will not work if you substitute one for the other.
- ❖ To avoid confusion with punctuation, try to avoid putting URLs at the end of sentences, but if you have to, please use a terminal full stop.

## Tables, Boxes and Lists

### Tables

- ❖ Make sure that the copy lends itself to tabulation. If column or row headings are a problem, then think about putting the information back into the main text as copy or putting it in a box.

- ❖ Number tables, figures, boxes consecutively within chapters, making separate lists, using the chapter number first (use '0' for tables in an introduction and 'A' for any in an appendix): Table 1.1

#### *Specific points of style for tables*

- ❖ Please make table titles short and to the point.
- ❖ Table titles should include the table number and have no terminal punctuation: Table 1.1 This is a TableTitle
- ❖ For table main body text, use initial caps only; proper nouns as usual have initial capitals.
- ❖ Source should be put at the bottom of the table. The word 'Source' will be in italic followed by a colon.
- ❖ Notes to tables should be superscript Arabic numbers.

#### *Boxes*

The use of boxes may be changed during the editorial stage, in consultation with the author. These general principles give a general guide:

- ❖ Box copy that is complementary to, and yet in some way separate from, that of the main text.
- ❖ Don't box quotations.
- ❖ As a general rule, don't box numbered or bulleted lists.
- ❖ Don't define tabulated material as a box. Define as a table.

#### *Lists*

- ❖ As a general rule, run in lists of few items that read well in the sentence. If you do decide that you want to draw special attention to a list, separate it from the main text and use numbers or bullets for each entry.
- ❖ Use a numbered list when the contents amount a progression that needs to occur, in a specific order.
- ❖ Use a bulleted list when the order of its contents is of no significance.
- ❖ Don't generate numbered or bulleted lists that would contain fewer than three items.
- ❖ Text following a list should be full out unless it's a new paragraph.

#### *Specific points of style for lists*

- ❖ Separate items in run-in lists with semi-colons. If you want to label them, use the style ': 1) Mercury; 2) Venus; 3) Earth.' (Don't use full stops after the numbers in a run-in list.)
- ❖ When items in a displayed list are complete sentences, begin with an upper-case letter and end with a full stop,

e.g.

1. This is a full sentence.
2. This is a full sentence.
3. This is a full sentence.

- ❖ Use full stops after numbers in displayed lists.

- ❖ When items in a displayed list are just words or phrases, begin with a lower-case letter and separate the items with semi-colons. Put a full-stop at the end of the last item in the list

e.g.

- word;
- phrase;
- phrase;
- word.

- ❖ If the list contains a combination of the above two types of entry, use the rules for full sentences.

## References

### *IMPORTANT NOTE:*

There is a moral obligation to acknowledge the use of others' words or ideas. In general, Triarchy Press tries to limit references in the text for reasons of accessibility and clarity of argument. However, it is important that sources are acknowledged and assertions substantiated. During the editorial stage we may remove some or all of the references in the text, but please use the following guide to enable us to ensure that the work is correctly referenced.

- ❖ The first time you refer to a work or an author, please do so in plain English, 'Gerard Fairtlough's book *The Three Ways of Getting Things Done* introduces the concept of Triarchy Theory'.
- ❖ For subsequent references, please use the Harvard Referencing System (see below)

Please use the following examples as a style guide when writing out references.

### *In the text*

(Bloggs, 1999)

(Bloggs, 1999a) [use a, b, c etc., by alphabetic order of work, if necessary to distinguish between several titles published by the same author in the same year]

(Bloggs, 1999: 22) [use a colon and a character space before page references]

(Bloggs, J, 1999) [use the first initial if necessary to distinguish between titles by authors with the same surname]

as Bloggs states (1999)... [don't repeat the author's name in the reference if it has already been mentioned in the sentence]

(Bloggs, 1979, 1999) [use commas to separate titles by the same author]

(Bloggs, Smith and Jones 1999) [write out up to three author names for a title]

(Bloggs et al., 1999) [use 'et al.' to avoid writing out any more than three author names]

(Bloggs, 1998; Smith, 1999) [use a semi-colon to separate titles by different authors]

Note that in the Harvard author-date system references to items in newspapers are made in the running text and are not usually listed individually in the References section.

In an article entitled 'Where do we go from here?' published in *The Times* (London), 14 February 2001, Joe Bloggs reported that...'

An editorial in the *Independent* (London), 5 December 2000, suggested that...

### ***In the References section***

Order all titles alphabetically by authors' surnames. Several titles by the same author should be listed chronologically by publication date. Several titles published by the same author in the same year should be ordered alphabetically by title and be given the labels a, b, c etc. to distinguish them from one another in the in-text references (begin the labelling with the first title). The basic formula is as follows: author, date, title, publication details. Please follow the examples for punctuation and typeface (ital or roman):

Bloggs, J.A. (1996) *Book Title*, Triarchy Press Ltd, Axminster.

Bloggs, J.A. (1998) *Book Title: Subtitle Upper and Lowercase Throughout Except for Small Words*, Triarchy Press Ltd, Axminster.

Bloggs, J. (2001a) *Book Title*, 3rd edn, IT Publications, London. [first of more than one title for this author in this year]

Bloggs, J.A. and Smith, P. (2000) *Book Title*, Triarchy Press Ltd, Axminster.

Bloggs, J.A., Smith, P., Jones, D. and Martin, L. (1999) *Book Title*, Triarchy Press Ltd, Axminster.

Triarchy Press (2007) *How to Title a CD*, 2nd edn [CD-ROM] Triarchy Press Ltd, Axminster.

Holland, M. (2004) *Guide to citing Internet sources* [online]. Poole, Bournemouth University. Available from:

[http://www.bournemouth.ac.uk/library/citing\\_references/citing\\_internet\\_sources.html](http://www.bournemouth.ac.uk/library/citing_references/citing_internet_sources.html) [Accessed 28th June 2007].

### ***Articles in periodicals / chapters in books***

- ❖ Articles and chapters take initial and essential (i.e. proper nouns) caps only.
- ❖ Periodicals are in italics and take upper and lowercase throughout.
- ❖ The issue number is not usually necessary.

Bloggs, J.A. (1987) 'Article title', *Journal Title* 54: 22-6.

Bloggs, J.A. (2001) 'Chapter title', in P. Smith (ed.), *Book Title*, pp. 11-19, Triarchy Press, Axminster.

Much information is put up on the Internet by organizations without citing a specific author. In such cases, ascribe authorship to the smallest identifiable organisational unit (this is similar to the standard method for citing works produced by a corporate body).

User Glossary Working Group (1986) *Internet user' glossary* [online], Internet Engineering Task Force, Reston, VA. Available from: <http://www.ietf.org/rfc/rfc1983.txt> [accessed 28th June 2007].

### **General points of style for References sections**

- ❖ Use the following abbreviations as necessary: edn (edition), ed. and eds (edited by), tr. (translator), comp. (compiler), ad. (adaptor), vol. (volume), rev. (revised), p. or pp. (page or pages).
- ❖ *ibid.* should only be used in the text when referring to a repeat of citation directly above.
- ❖ If an organization is listed more than once in the Bibliography, write out its full name on the first mention, giving initials in parentheses, then use the initials thereafter:

Department for Education and Employment (DfEE) (1995) *Book title*, Publisher, Place of publication

DfEE (1997) *Book title*, Publisher, Place of publication

DfEE (1999) *Book title*, Publisher, Place of publication

### **Images**

- ❖ **Photographs** should be submitted greyscale at a resolution of 300 dots per inch, at the size you would like it published, or larger.
- ❖ **Line images** should be submitted black and white, no areas of solid grey, and at a resolution of 600 dots per inch at the size you would like it published or larger. They should be two-dimensional and NOT three-dimensional.
- ❖ **No images** will be published in colour unless by previous agreement with the publisher. Please do not submit them in colour for the typesetter to amend; the cost of this work will be charged back to you.

### **Further Reading**

Guidelines for the 'Oxford style' can be found in the following books.

- ❖ Butcher, J., Drake, C. and Leach, M. (2006) *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders*, Cambridge University Press, Cambridge. ISBN: 0521847133.
- ❖ Ritter, R.M. (ad.) (2005) *New Hart's Rules: The Handbook of Style for Writers and Editors*, Oxford University Press, Oxford. ISBN: 0198610416.
- ❖ Ritter, R.M. (ed) (2005) *New Oxford Dictionary for Writers and Editors: The Essential A-Z Guide to the Written Word*, Oxford University Press, Oxford. ISBN: 0198610408.
- ❖ Oxford University Press (2006) *The Concise Oxford English Dictionary*, 11th edn, Oxford University Press, Oxford. ISBN: 0198608640.
- ❖ Oxford University Press (2005) *New Oxford Spelling Dictionary: The Writers' and Editors' Guide to Spelling and Word Division*, Oxford University Press, Oxford. ISBN: 0198608810