TRIARCHY PRESS

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Triarchy Press House Style Guide

This House Style Guide is intended to assist anyone writing or editing material for publication by Triarchy Press and we ask that our authors, editors, copyeditors and proofreaders use this guide as a starting point.

In general we follow 'Oxford Style' and this guide lists its key elements along with those areas where we need either to build on or vary from 'Oxford Style', or where practice varies so widely that it is useful to settle on some sort of 'rule'.

We hope to address the main questions you are likely to encounter. But do feel free to email info@triarchypress.net if you have questions. It's also important to say that every book and article is special somehow or other and new exceptions get made every day. If you need to break these rules, we will probably be more than happy for you to do so.

Also we regularly publish books by North American authors who ba(u)lk at the petty colonial tyrannies of British English. In these cases we are happy to use American English and to bow to the possessors of an obviously superior political, economic, healthcare and educational system. Authors who are nationals of other EU countries can ask for anything and we have to say yes out of Brexit shame and embarrassment.

Contents

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)*
- ❖ Don't use a full stop after metric units of measurement and don't put a space

between number and unit: 20km and 2kg are examples. In principle, use the % sign, *20%*, rather than *20 per cent*

❖ In text, units of measurement are abbreviated when used with a numeral – *5kg* – 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: *60kg, 1kg*

❖ Don't use a full stop after contracted abbreviations (where the contraction ends with the last letter of the word): *Mr* for Mister, *Dr* for Doctor, *St* for Street, *Ltd* for Limited, etc.

❖ Use full stops after initials in a name, then a space between the initials and the surname: *J.R.R. Tolkien*.

❖ Time of day. Say: *6.00am or 6am, 6.00pm or 6pm, 12.00 noon or 12 noon or noon, 12.00 midnight or midnight.*

❖ Historical period. Say: *1066 CE; 300 BCE*

❖ Say: *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, of these, only *et al.* is normally italicised).

❖ Figure is spelled out and capitalised; *'in Figure 5, where. . .'.*

❖ Telephone is abbreviated to *Tel.* (not Phone), and numbers should follow the international system: *+44 (0)1297 631456.*

Capitalisation

Broad rules are as follows.

❖ Use an upper-case initial capital for all proper nouns

❖ Capitalise throughout acronyms and sets of initials, e.g. *USAID, SKAT*, except for those that have become words, such as *Oxfam*

❖ Capitalisation should be reserved for proper names. Distinguish between *the state's government* and *the State of Bangladesh*. Titles and ranks are capitalised when they accompany a personal name; for example, *Prime Minister Boris Johnson claimed…; the prime minister of the United Kingdom, Boris Johnson, 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 capitalised 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*
❖ *18th-century painting*
❖ *5th century BCE*
❖ *1900s, 1960s, 2000s, 2040s* (no apostrophes)
❖ *1976–7, 123–4,* but *113–14*

*(*4th or 4ᵗʰ* 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, especially in more unfamiliar words that would be confusing without: résumé.

Italics

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

Also italicise:

- ❖ 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 numbers one to nine inclusive e.g. *three people*, unless with a unit e.g. *3mg*;
- ❖ 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: *2%*
- ❖ Use a comma between thousands: *4,319; 25,000*
- ❖ Metric units are preferred, but be consistent (metric or imperial) within the manuscript
- ❖ Fractions: spell out common fractions as a rule, *a quarter* or *a third*, but use numerals for others
- ❖ 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.

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 minimise 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

- ❖ 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* (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*; 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 em dash 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'.

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 double quotation marks for speech or verbatim extracts from other documents and punctuate according to the British English convention, i.e. put the punctuation outside the closing quotes unless it is an integral part of the copy being quoted:

On page 27, Eliot says "I'm going to the bathroom", while Sartre (1946) prefers the more gnomic "train coming".

Wittgenstein typically asked his doctor, "Why is the train running late again?".

- ❖ Use single quotation marks on all other occasions, including neologisms: *US writers tend to use the term 'burglarized'*; *what do I mean when I say 'mess'?*
- ❖ Display indented (separate from the main text all quotations that run to more than five typed lines
- ❖ Don't use quotation marks with displayed quotations (if there is a quote within the displayed type, use single quotation marks)
- ❖ Use single 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
- ❖ Credit the sources of displayed or run-in quotations, according to the Harvard system
- ❖ If you want to omit some of a quote, use an ellipsis of three dots 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 on one side of the copy.

Spelling

- ❖ We generally use the 'ise' spelling for words, e.g. *organisation, specialise, modernise*. But this practice (as with any others shown here) can be over-ridden if your book is aimed primarily at an American audience or if you are American and can't bear our new-fangled ways.

Internet and Digital Terms

Use the following as a guide:

- ❖ *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
- ❖ To avoid confusion with punctuation, try to avoid putting URLs at the end of sentences.

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 consistently

Boxes

The use of boxes may be changed during the editorial stage. This is a general guide:

- ❖ Put in a box anything that is complementary to, and yet in some way separate from, the main text.
- ❖ Don't box quotations.
- ❖ Don't box numbered or bulleted lists.

Lists

❖ As a 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

Specific points of style for lists

❖ Separate items in run-in lists with semi-colons. If you want to label them, use the following 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 multiple sentences, begin with an upper-case letter and end with a full stop,

e.g.

1. This is a full sentence. Then there is another one. So we'll put a full stop.

❖ When items in a displayed list are just words or phrases, begin with a lower-case letter, don't use full stops except at the end of the last item in the list

e.g.
· *noun*
· *adjective*
· *gerund*
· *participle.*

❖ 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 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*, Axminster: Triarchy Press.
Bloggs, J.A. (1998) *Book Title: Subtitle Upper and Lowercase Throughout Except for Small Words*, Axminster: Triarchy Press.
Bloggs, J. (2001a) *Book Title*, 3rd edn, Chicago, IL: Chicago University Press. [first of more than one title for this author in this year]
Bloggs, J.A. and Smith, P. (2000) *Book Title*, New York: McGraw-Hill.
Bloggs, J.A., Smith, P., Jones, D. and Martin, L. (1999) *Book Title*, New Delhi: Birendra Press. Holland, M. (2004) *Guide to citing Internet sources* [online]. Poole: Bournemouth University.
http://www.bournemouth.ac.uk/library/citing_references/citing_internet_sources.htm
l

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, Axminster: Triarchy Press.

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 organisation 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*, Place of publication:

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

Images

- ❖ Photographs should be submitted at a resolution of at least 300 dots per inch, at the size you would like them published, or larger, preferably in JPEG, TIFF or PNG format.
- ❖ 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 them published or larger. They should be two-dimensional and NOT three-dimensional.
- ❖ Please assume that no images will be published in colour unless we have previously discussed and agreed that.