

Appendix 7 – Sample stylesheet

This is just a sample of the sort of stylesheet that you might want to use for your work. It contains various options for the different style decisions, and for each new job, I load up this file, save it into the folder for the given job, edit the title of the book and then, as I look at the brief for the job and assess the list, using various analysis macros, and through general observation, I firm up decisions about various aspects of style and spelling. This sheet can then be passed on to the proofreader and it should enable them to start straight into reading the script without having to make the same set of style decisions that I, as the editor, have already made.

Stylesheet

Book: Authorname: *Bookname*

Numbers: one to nine, 10 upwards, no comma for four-figure numbers, comma for 10,000 upwards.

Punctuation: Do *not* use serial comma; *Use serial comma.*

Use spaced en dashes for parenthetical comments.

Use *double single* quotation marks.

Full points for *etc.*, *et al.*, *i.e.*, *e.g.*, *viz.* and *cf.*, but *NONE* are in italic.

Initial capital after colon: *yes/no.* ‘Important section: **S**tarting a job’.

Initial capital after hyphen: *yes/no.* ‘Using Non-**L**inear Graphics’.

Names with full points with multiple initials spaced/unspaced: *J. L. B. Matekoni J.L.B. Matekoni J L B Matekoni*

Names with full points with multiple initials spaced/unspaced: *J. L. B. Matekoni J.L.B. Matekoni J L B Matekoni JLB Matekoni.*

Page numbers: *p 37/pp 37–40 or p. 37/pp. 37–40 or p37/pp37–40 or p.37/pp.37–40.*

Spelling: *US, UK, -ize and -yze endings. -ise and -yse endings.*

Oxford dictionaries as a general guide.

‘Data’ is used in the singular sense – ‘this data shows...’

‘Data’ is used in the plural sense – ‘these data show...’

‘Data’, if it is referring to ‘stuff stored by the computer’ is used in the singular sense – ‘this data is used...’, but if it is clearly talking about individual items, then the plural is used: ‘these data show...’

Use ‘-ed’ ‘-t’ form for past participle, e.g. ‘burned’, not ‘burnt’.

Reference citations: ‘*Jones 1987; Brown 2003; Green et al. 2001*’ etc. (i.e. no commas between names and date).
‘*Jones (1987); Brown (2003) and Green et al. (2001)*’ etc.

Conventions: Citations generally use, for example, “see Fig. 3.7”, but “Figure 3.5 shows...” at the beginning of a sentence.

Use, for example, “discussed in section 4.3 and other sections” and “in chapter 3 and following chapters”.

For equations use “comparing equation/eq. (3.9) with equations/eqs (3.5) and (3.6)”.

Units separated by a *non-breaking space* from their numbers, e.g. 6 kg (6<nbs>kg).

All figure captions and table captions have the form “Fig. z.xy Text here.” i.e. a full point regardless of whether the text forms a complete sentence.

Labels on figures *all lowercase/have one initial cap*; labels on axes *all lowercase/have one initial cap*, “Mirror separation (cm)”.

Greek letters used as variables should be *roman/italic*.

The d’s of dx/dt etc should be *roman/italic*.

All subscripts of variables are italic OR Descriptive subscripts of variables are roman, e.g. wave height h_w , not h_w .

Stress: Use **bold** for introducing new terms, and *italic* for emphasis.

Headings: Chapter title: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

Level 1/A: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

Level 2/B: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**
Level 3/C: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

Lists: 1., 2., 3. etc. Then use 'point (2) shows...'
Sublists: i., ii., iii., iv. etc. Then use 'item (iv) shows'

Word list:

amid/among (not amidst/amongst)

anti<word> – ALL are hyphenated except...

benefitted

cooperat...

coordinat...

eigen<word> – NONE are hyphenated except...

focused

inter<word> – NONE are hyphenated except...

multi<word> – NONE are hyphenated except...

non<word> – ALL are hyphenated except...

over<word> – NONE are hyphenated except...

post<word> – NONE are hyphenated except...

pre<word> – NONE are hyphenated except...

quasi<word> – NONE are hyphenated except...

semi<word> – NONE are hyphenated except...

sub<word> – NONE are hyphenated except...

super<word> – NONE are hyphenated except...

while (not whilst)

