

Example 1 House-style sheet

AUTHOR/EDITOR:
TITLE:

Copy-editor: please follow the styles listed here and add to them where necessary. Attach list of standardized spelling, hyphenation, initial capitalization, etc. See also the rules in our *Notes for Authors on Preparing a Script*.

judgement, connection, focused

elite, regime, role (no accent)

-ize, -yse spellings where an alternative exists

single quotes (double within)

16 June 2000

the 1960s (no apostrophe) or the sixties (not the 60s)

the twentieth century (spell out)

spell out numbers one to ten or one to ninety-nine, except where they are attached to percentages, units or sums of money; use figures for higher numbers

per cent not %, except in tables or passages full of statistics

10 km 3 m (space between figure and unit, no stop after unit)

years: 1956–7, 1913–14, not 1956–57 or 1956–1957 except in headings and captions, where use 1956–1957

other numbers: 30–1, 56–7, 115–16, 18–19, 106–8 (elide as much as possible, except for 10–19 in each hundred)

BBC, TUC, USA (no stops, full caps) MS, MSS

Mr St Ltd but etc. e.g. i.e. ed. eds edn

ibid. et al. (roman) c.1322 (*circa* abbreviated and closed up to number)

p. 00 pp. 00–0 pp. 00ff. (note spacing)

n. 30 nn. 30–1 p. 33n. vol. vols no. nos

in-text references: see figure 3.2, chapter 1, table 6 (lower-case initial, spelt out) (ch. in notes)

for parenthetical dash (not em-rule)