

# Style Guide – Dr Andrew Hodges

- I will be checking your manuscript for consistency in punctuation, spelling, word usage, and general style
- I will insert changes as track changes, and I will insert an **author query** if anything is unclear
- After you check through the text, please return it to me. I will then clear up any remaining issues, and use a proofreading programme to ensure a high level of consistency in style, spelling and punctuation
- My conventions seek to minimize differences between UK and US English rules, while following UK spelling rules. They are as follows (**in bold and underlined**). If you require me to use different conventions, please let me know

<b>Spelling</b>	<b>UK (colour) / US (color)</b>
<b>Endings</b>	<b>ize (theorize) / ise (theorise)</b>
<b>Endings</b>	<b>e (while, among) / st (whilst, amongst)</b>
<b>Punctuation</b>	inside quotation marks ('it is a nice day.')
<b>Acronyms</b>	unpointed (NGO, UK, USA)
<b>Numbers</b>	spelled out to 10, Arabic thereafter (one to ten, 11–)
<b>Dates</b>	7 June 1918

**First letter after colons:** lower-case

## **Bulleted and numbered lists**

- each line begins with a **lower-case letter**
- each line ends without a **full stop**

**Referencing style (APA, Harvard etc.)** – as in the source text

**Oxford comma** – as in the source text

**Single/Double Quotation marks** – as in the source text, checked for consistency

## **Topic specific conventions:**

- I leave political groupings (the left, the right, the party) uncapitalized, unless they may be considered a specific social movement (e.g. the New Right) or part of a proper noun being introduced or repeated in full (the Labour Party, the Left Party)
- left-wing and right-wing are hyphenated as adjectives, but not as nouns (the left wing of the party)
- concrete organizations and sub-divisions are capitalized (the Ministry of Education, the Central Committee), unless otherwise stated in the text