

Advanced Content & Trade Content (ACT) Guidelines and Mechanical Editing Rules v.6.7

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Key

A subset of rules listed can be applied by vendors' mechanical editing tools. This is indicated in the right column as follows:

✓	Partially or fully programmatic application
✗	Not applied by vendor, part of CE

0. General Points

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	0.1	Lists of figures or tables Where lists of figures or tables are specified (via the Project Brief) as required in the front matter, these should be auto-generated from the main content not from lists supplied by the author in the MS. Note: Generated by the vendor after copyediting.	VENDOR NOTE: Do not capture lists of figures or lists of tables as XML components.	✓
	0.2	Spelling: Style to follow The spelling style to follow will be specified via the Project Brief. The spelling of quoted material should not be altered without approval of the author. Any obvious typos or errors should be queried with the author.		✓
	0.2a	Spelling: PHi UK style Where PHi UK spelling is required follow OED except where superseded by list of internationally agreed spellings or reference sources provided in Appendix 1 Where a word is not contained in OED (e.g. because it is a new coinage) or in sources provided in Appendix 1 follow author preference. Where the OED provides alternative spellings, default to the first form given rather than any other acceptable variant.		✓
	0.2c	Spelling: PHi standard style Where PHi Standard spelling is required follow Merriam-Webster except where superseded by list of internationally agreed spellings or reference sources provided in Appendix 1. Where a word is not contained in Webster's (e.g. because it is a new coinage) or in sources provided in Appendix 1 follow author preference.		✓
new	0.2d	Spelling: PHi style for German language titles Im Wesentlichen gelten die KLCG auch für deutschsprachige Titel. Grundlage für deutschsprachige Titel (Orthographie, Grammatik) = Duden, aktuelle Auflage. ACHTUNG: Es ist möglich, dass es für spezielle Fachterminologie Abweichungen vom Duden gibt (z.B. für E&S; vgl. auch §14). Weitere evtl. Ausnahmen müssen kommuniziert werden (Project_brief). Bei Mathe-lastigen Titeln ist es möglich, die vom Autor gewählte Auszeichnung von Symbolen (Font) beizubehalten, solange diese konsistent und inhaltlich korrekt gebraucht worden sind. ACHTUNG: Im Zweifelsfall nachfragen.		✗
new	0.3	Cross-references Cross-references to consecutive figures, tables, equations, etc. can be elided, e.g. See Figures 1.1–1.4 <i>not</i> see Figures 1.1, 1.2, 1.3, and 1.4	VENDOR NOTE: include all IDs in the references range in the <link>.	✓
new	0.4	General style and spelling • Where the ACT does not contain the style advice you are looking for, please refer to the Chicago Manual of Style (CMS), 17e. http://www.chicagomanualofstyle.org and follow the guidance provided as long as it does not countermand the main guidelines. • For 'PHi Standard' titles please refer to Merriam Webster for spelling advice: http://www.merriam-webster.com/ • For 'PHi UK' titles please refer to the OED for spelling advice: http://www.oed.com/ The copyeditor's responsibility is to ensure the accuracy of spelling.		✗
new	0.5	Subject-specific style and spelling • Where the ACT does not provide subject-specific style and spelling advice please refer to the grid in Appendix 1 . The grid provides a list of approved external reference sources for each subject area. Follow the guidance provided on the project brief as long as it does not countermand the main guidelines. If specific style is not indicated on the project brief, follow the author's/contributor's style. • For titles containing mathematical or other subject-specific symbols, we do not expect vendors to make extensive manual interventions to the text in order to make style consistent with the Content Guidelines rules, provided that the style applied by the author is logical and consistent (or can easily be made consistent). Such issues may have been identified in-house and instruction added to the Project Brief.		✗

new	0.5a	Subject-specific style and spelling <ul style="list-style-type: none">Imposing the author’s/contributor’s style is acceptable as long as it is consistent.It is acceptable to PHi for the vendor to make the decision to impose the style that is used most by the author/contributor for consistency. There is no need to come back to the Managing Editor for approval unless the Project Brief specifically requests that approval is required.		x
new	0.6	Previously published material <p>Among the products that PHi publishes are collections of previously published material (book chapters and journal articles or portions thereof) known as ‘anthologies’.</p> <p>Note that this type of material would never be suitable for mechanical editing but it still requires some standardized processing. This information must be clear on the PB and any instructions about copyediting previously published material should also be included on the PB. If the information is not on the PB please ask the ME for clarification.</p>		x

1. Punctuation & Word Styles

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	1.1	Punctuation: Serial comma Serial comma to be used only for books that follow US spelling/style. apples, pears, and bananas apples, pears, or bananas		✓
	1.2	Punctuation: Font All punctuation, including parentheses and quotation marks, is set in the type that precedes it (e.g. italic punctuation follows italic type). When a quotation or parenthetical statement begins in bold or italic, but ends in roman, the open and closing punctuation must be set in roman. An exception is a list of items in italic (e.g. an author's books, or foreign words), where the commas between the items in the list should be roman.		✓
	1.5	Spelling: Centuries Spell out the names of centuries (no caps). The twentieth century <i>not</i> the 20th C., the 20th century, etc.		✓
new	1.5a	Spelling: Centuries German language Angabe von Jahrhunderten mit Ziffern: 20. Jahrhundert		✗
	1.9a	Trademarks and trade names: Capitalization Trademarks and trade names should take an initial cap, e.g. Xerox Kleenex Coca-Cola Verbs derived from trade names should take a lower case initial, e.g. tippex out a mistake hoover the carpet		✗
	1.9b	Trademarks and trade names: Symbols Where an author uses ® or ™ symbols these should appear only at first instance in each chapter.		✓
	1.10	Punctuation: Quotation marks PHi Standard: Use double quotation marks, except for quotes within quotes, which should take single quotation marks. PHi UK: Use single quotation marks, except for quotes within quotes, which should take double quotation marks.		✓
new	1.10a	Punctuation: Quotation marks German language Zitate werden in doppelte Anführungszeichen gesetzt. Zitate innerhalb von Zitaten werden in einfache Anführungszeichen gesetzt. "Darwin benutzte den Begriff 'Evolution' zunächst nicht."		✗
	1.11	Style: Quotations Material quoted should be roman <i>not</i> italic. But words originally italicized within a roman style should be preserved in italics.	'text quoted' <i>not</i> 'text quoted'	✓
	1.12	Punctuation: Single quotation marks Remove straight single quotation marks; replace ' with ' or ' (as appropriate).	VENDOR NOTE: Use ‘ or ’ as appropriate for single quote marks.	✓
	1.13	Punctuation: Double quotation marks Remove straight double quotation marks; replace " with " or " (as appropriate).	VENDOR NOTE: Use “ or ” as appropriate for double quote marks.	✓
new	1.55	Punctuation: Arabic words The hamza should be represented by an apostrophe, as in "Qur'an". The 'ayn should be represented by a single opening quotation mark as in 'ayn.		✓
	1.15	Punctuation: Quotations Where quoted matter ends with a question mark or exclamation mark place the punctuation within the closing quotation mark. No additional terminal punctuation is required. Sanders (1986) asked police officers, 'What is the central and most important feature of criminal investigations?'	Sanders (1986) asked police officers, 'What is the central and most important feature of criminal investigations?'	✓
	1.16	Punctuation: Colons PHi Standard: text following a colon begins with a lower-case letter, unless it is a proper noun, book title/subtitle, or introduces speech in dialogue/extract, a series of sentences or a direct question. For displayed lists following a colon, list items begin with an upper-case letter, unless the first word always starts with a lower-case letter: - I-Alanine		✗

		- Methionine		
new	1.16a	Punctuatio: Colons, German language Folgt nach dem Doppelpunkt ein ganzer Satz, wird der Satzanfang großgeschrieben.		✘
new	1.56	Punctuation: Possessive for names ending in ‘s’ Make the possessive of singular names ending in ‘s’ by using an apostrophe followed by a second ‘s’: Rawls's philosophy <i>not</i> Rawls' philosophy Aristophanes's plays <i>not</i> Aristophanes' plays Make the possessive of plural names ending in ‘s’ by using an apostrophe only: The United States' policy Beverly Hills' transport system	VENDOR NOTE: use ' NOT ’ etc.	✓
	1.17	Punctuation: Acronyms Plurals of acronyms do <i>not</i> take an apostrophe. ABCs <i>not</i> ABC's	ABCs <i>not</i> ABC's	✓
	1.18	Punctuation: Acronyms Capitalized acronyms do not use periods (full stops). For example: USA, US, UK <i>not</i> U.S.A., U.S., U.K. DNA <i>not</i> D.N.A.	USA, US, UK, etc. <i>not</i> U.S.A. or U.S. or U.K. DNA <i>not</i> D.N.A.	✓
	1.19	Punctuation: Acronyms Lower-case acronyms, e.g. ppm (parts per million) or bpm (beats per minute) do not use periods (full stops). ppm <i>not</i> ppm. or p.p.m bpm <i>not</i> bpm. or b.p.m.	ppm <i>not</i> ppm., or p.p.m; bpm <i>not</i> bpm., or b.p.m.	✓
	1.20	Punctuation: Time a.m. and p.m. – lower case with periods (full stops) a.m. <i>not</i> AM or am. p.m <i>not</i> PM or pm.	a.m. <i>not</i> AM or am. p.m <i>not</i> PM or pm.	✓
	1.22	Punctuation: Abbreviations spelled out in full Unless in standard international use (e.g. SI units, symbols of chemical elements), abbreviations should be spelled out at first use in each chapter with the abbreviation given in parentheses.	VENDOR NOTE: Use <term type="abbreviation"> and <termDef>.	✓
	1.23	Punctuation: Contractions PHi Standard: contractions (i.e. words minus their middle parts but still with their final letter) should end with a period (full stop). St. <i>not</i> St (saint) Mr. <i>not</i> Mr Mrs. <i>not</i> Mrs Ms. <i>not</i> Ms Ltd. <i>not</i> Ltd Jr. <i>not</i> Jr PHi UK: do not end contractions (i.e. words minus their middle parts but still with their final letter) with a period (full stop). St <i>not</i> St. (saint) Mr <i>not</i> Mr. Mrs <i>not</i> Mrs. Ms <i>not</i> Ms. Ltd <i>not</i> Ltd. Jr <i>not</i> Jr.	VENDOR NOTE: Use <honorifics> to capture titles (such as ‘Dr’) that precede a person's name in metadata.	✓
	1.24	Punctuation: Abbreviations Abbreviations formed by omitting the end of the word or words are followed by a period (full stop). Inc. <i>not</i> Inc (Incorporated) Co. <i>not</i> Co (Company) Mass. <i>not</i> Mass (Massachusetts)	Inc. <i>not</i> Inc (Incorporated) Co. <i>not</i> Co (Company) Mass. <i>not</i> Mass (Massachusetts)	✓

new	1.57	Punctuation: Abbreviation of professional titles Use Dr. or Dr (UK) for physicians and for scientists or others (e.g. dentists) with a doctoral degree (PhD, DPhil or DSc). Use Mr./Mrs./Miss./Ms. or Mr/Mrs/Miss/Ms (UK) for dentists without a doctoral degree and for surgeons. Use Professor for professors who are still working or who have retired but been made Professor Emeritus (otherwise they lose the title ‘Professor’ on retirement).	VENDOR NOTE: use <honorifics> in the metadata	✓
new	1.58	Punctuation: Abbreviation of qualifications and designations Do not use periods (full stops) in abbreviations of academic degrees or professional and religious designations, for example: MBA <i>not</i> M.B.A. PhD <i>not</i> Ph.D. FRS <i>not</i> F.R.S. RN <i>not</i> R.N.	VENDOR NOTE: use <degrees> or <titlesAfterName> in the metadata	✓
new	1.59	Punctuation: Use of small caps for BCE, CE BCE, CE should be reproduced in small caps with no periods (full stops) and a space after date. 386 BCE Query any use of AD or BC with the author except in book titles in the text or references list.		✓
	1.25	Punctuation: Abbreviation of number The abbreviated form of ‘number’ is no. (i.e. it is followed by a period [full stop]). no. X (X=numerical value) <i>not</i> no X	no. X (X=numerical value) <i>not</i> no X	✓
	1.26	Style: Latinisms Set the following everyday Latinisms in roman <i>not</i> italic: i.e., e.g., via, vice versa, etc., a posteriori, a priori, et al., cf., c. (where signifies circa, rather than ca.)	i.e., e.g., via, vice versa, etc., a posteriori, a priori	✓
	1.27	Style: Latin abbreviations Latin abbreviations used in notes and references (op.cit, ibid, loc. cit) can be retained.	vife supra or v. supra	✗
	1.28	Style: Latinisms For less common Latin expressions follow the author's preference for use of italics.	in vitro in vivo mutatis mutandis VENDOR NOTE: Use <i>.	✓
	1.30	Follow author use for ‘e.g.’ or ‘for example’. Do not change in the text even if inconsistent.		✓
	1.31	Follow author use for ‘i.e.’ or ‘that is’. Do not change in the text even if inconsistent.		✓
	1.32	Follow author use of ‘etc.’ or ‘and so on’. Do not change in the text even if inconsistent.		✓
	1.34	Punctuation after e.g. No comma after, periods (full stops), lower case, roman font. A comma, colon, or dash (and space) should precede ‘e.g.’ as appropriate, unless following an opening parenthesis.	e.g. or , e.g. not eg. Eg eg e.g e.g., e.g. or any other variation. e.g., or , e.g., not eg. Eg eg e.g. or any other variation.	✓
	1.35	Punctuation after i.e. No comma after, periods (full stops), lower case, roman font. A comma, colon, or dash (and space) should precede ‘i.e.’ as appropriate, unless following an opening parenthesis.	i.e. or , i.e. not ie. i.e., le, i.e or any other variation. i.e., or , i.e., not ie., le, i.e or any other variation.	✓
	1.36	Punctuation preceding e.g. and i.e. Use a comma where there is no verb in the phrase. For example: ...different fruits, e.g. apples, oranges and bananas. However, use a colon before a clause or long list. For example: Palmtop computers have the advantage of being solid-state devices: i.e. they do not have moving parts.		✓

	1.37	Punctuation: etc. Period (full stop), lower case, roman font. etc. Do not use ‘etc.’ after only one item. It is acceptable to use etc. after two items or more. ‘etc.’ is preceded by a comma if it follows more than one listed item, e.g. ‘apples, pears, bananas, etc.’ ‘etc.’ can be followed by a comma (or other punctuation – except a period [full stop]) where it makes grammatical sense. Remove any second periods (full stops) after ‘etc.’ where this appears at the end of a sentence.	, etc. not etc, et cetera, etcetera, Etc., Etc, ‘and etc.’, or any other variation.	✓
	1.46	Style: Foreign words Words from foreign languages should be set following author's preference for roman or italic. Query author if inconsistent usage.	denouement not dénouement	✗
	1.48	Style: Ampersands Remove ampersands from the text, unless they appear in the name of a company or organization. Some typical company names with ‘&’ are John PHi & Sons, Marks & Spencer, Ernst & Young, etc.	and not & VENDOR NOTE: ‘&’ must be given as the character entity & in PHiML.	✓
	1.50	Style: Percent and per cent change ‘percent’ (or ‘per cent’) to % where preceded by a number.	VENDOR NOTE: % is an accepted character in PHiML, i.e. it does not need to be changed to a character entity.	✓
	1.51	Style: § symbol All occurrences of the § symbol used to indicate a section reference should be replaced with the word ‘Section’ except in Law titles where it should be retained. Any other exceptions must be indicated on the project brief.	Section <i>not</i> §	✓
	1.52	Style: Cross-references Where specific chapters, sections, figures, parts, tables, etc. are referred to in the text they should take an initial cap, e.g. ‘Chapter 6’, ‘Section 1.3’. Use lower-case ‘c’ for references to chapters in other books, e.g. ‘As Smith says in chapter 4 of his...?’	VENDOR NOTE: Use <link>.The words ‘Chapter’, ‘Section’, ‘Figure’ etc. sit outside the <link> tags. Use to code cross-references to page numbers that should only appear in the print product.	✓
new	1.60	Style: Cross-references Cross-references to other parts of the text that do not include a numerical indicator, e.g. ‘in the next chapter’, ‘see the following section’ should be given a specific number, e.g. in Chapter 3, see Table 2.2, see Section 7.1. Query cross-references to page numbers (e.g. see p. 192) with the author as these will not work in reflowed digital formats. Replace with reference to section or delete/reword. Where chapter sections are unnumbered, references to ‘see below’ and ‘see above’ are acceptable but cannot be tagged.		✗
	1.53	Style: Cross-references Except in indexes remove italics from instances of ‘see’ see Section X <i>not</i> see Section X	see Section X not <i>see Section X</i>	✓
	1.54	Punctuation: Nested parentheses Avoid using nested parentheses but where unavoidable use square brackets within parentheses. For example: ([[]])	([]) not ([[]])	✓
	2.13a	Punctuation: Ellipses All ellipses in text should use the three-point ellipses symbol, i.e. ... A period (full stop) does not follow ellipses at the end of an incomplete sentence. The first word after ellipsis points is capitalized where it begins a grammatically complete sentence.	VENDOR NOTE: In PHiML (horizontal) ellipses should be coded as …	✓

2. Numbers & Scientific Units


Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	2.1	Punctuation: Apostrophes in decades Remove unnecessary apostrophes from decades, e.g. 1920s not 1920's. Do not abbreviate decades, e.g. 1960s <i>not</i> '60s. Decades can be spelled out, e.g. sixties. Apostrophes may follow decades where used to indicate possession, e.g. the 1960s' cohort.	1920s <i>not</i> 1920''s or '20s	✓
	2.2	Style: -fold Close up '-fold' to spelled-out numbers, e.g. twofold <i>not</i> two-fold; hyphenate with numeral for numbers greater than nine, e.g. 10-fold.	twofold <i>not</i> two-fold; 10-fold not tenfold or ten-fold	✓
	2.3	Style: Numerals Use numerals for mixed numbers (an integer and a proper fraction) fractions ages dates mathematical terms probabilities ratios numbered items (e.g. pages, chapters, 'type 1', 'step 2', etc.)		✓
	2.4	Style: Numerals and % Use numerals rather than the words spelled out when used in conjunction with %. 5% <i>not</i> five percent or 5 percent	VENDOR NOTE: % is an accepted character in PHiML, i.e. it does not need to be changed to a character entity.	✓
	2.5	Punctuation: Thin space between value and unit Insert a thin space between the numerical value and unit of measurement. except for ° (the degree sign for angles) when there is no space between the number and the symbol, e.g. 90°.	24 g, 273 K, 24 °C VENDOR NOTE: Use   between the numerical value and unit. Use ° for degree sign.	✓
	2.6	Punctuation: Degree symbols for location Note that there is no space between the degree symbol and the abbreviation for North, South, etc. 52 °N	VENDOR NOTE: Use ° for degree sign.	✓
	2.7	Punctuation: Scientific units Symbols for scientific units are not followed by periods (full stops). kg <i>not</i> kg. mm <i>not</i> mm.		✓
	2.8	Punctuation: Scientific units Symbols for scientific units do <i>not</i> take plural s (or 's, or .s). 24 kg <i>not</i> 24 kgs, kg.s or kg's	24 kg <i>not</i> 24 kgs, kg.s or kg's, etc.	✓
	2.9	Punctuation: Scientific units Note the 'k' in 'kilo' should be lower case. km <i>not</i> Km; kg <i>not</i> Kg; l <i>not</i> L.	km <i>not</i> Km; kg <i>not</i> Kg.	✓
	2.10	Style: Scientific units Units derived from proper names should be in upper case. For example: J <i>not</i> j (joule) Hz <i>not</i> hz (hertz) W <i>not</i> w (watt) N <i>not</i> n (newton)		✓
	2.11	Style: Abbreviation of scientific units Abbreviations for SI (Système International) units are standards and should be strictly adhered to. Refer to: http://physics.nist.gov/cuu/Units/units.html .		✓
new	2.11 a	For Ernst & Sohn: always use abbreviation for SI units in the text		✓
	2.12	Style: Subject-verb agreement for scientific units Abbreviations of units take a singular verb. For example: 12 kilograms are <i>but</i> 12 kg is		✗
	2.13 b	Punctuation: Ellipses (maths) All ellipses matrices (maths) should consist of three points ...	VENDOR NOTE: Ellipses in maths expressions should be represented using an <mi> element, rather than <mtxt>, since they take the place of a term in the sum.	✓
	2.14	Style: Numbers starting a sentence Spell out any number that begins a sentence. Reword sentences that begin with awkwardly large numbers.		✗

	2.15	Style: Numbers below 10 Spell out numbers below 10 unless used in conjunction with a unit of measurement in the text (not tables). 5 kg <i>not</i> five kg five children <i>not</i> 5 children five days <i>not</i> 5 days five weeks <i>not</i> 5 weeks three months <i>not</i> 3 months five hours <i>not</i> 5 hours five-year-old boy <i>not</i> 5-year-old boy Where the same sentence contains numbers above and below 10 use the numeral for consistency, e.g. Out of 16 children, 5 had packed lunches and 11 had school dinner.		✓
new	2.15 a	Style: Numbers below 10, German language Zahlen bis 10 werden im Text ausgeschrieben, sofern sie nicht in Verbindung mit Zahlen/Abkürzungen von Maßen, Gewichten, Währungen auftreten. Die Regeln 2.15 und 2.16 sind inzwischen vom Duden gelockert worden. Abhängig vom Stil des MS kann auch anders verfahren werden.		✗
	2.16	Style: Numbers 10 and greater For precise values of 10 and greater use numerals. Where numbers are approximate words should be used. For example: around five hundred two million years ago However where the number is approximate but more complicated then use numerals, e.g. about 2.5 million years ago <i>not</i> about two-and-a-half million years ago around 1.3 million people <i>not</i> around one million three hundred thousand people		✓
new	2.16 a	Style: Numbers 10 and greater, German language Zahlen ab 11 als Zahlen, außer wenn sie am Satzanfang stehen. Die Regeln 2.15 und 2.16 sind inzwischen vom Duden gelockert worden. Abhängig vom Stil des MS kann auch anders verfahren werden.		✗
	2.17	Style: Number ranges In cases where a range is indicated and the top value is 10 or greater, numerals should be used. For example: ...9–12 eggs are laid... Where both values are less than 10 use words. For example: between three and five trees were planted in each garden... Where a range contains numbers above and below 10 use the numeral for consistency, e.g. between 9 and 14 deaths were reported in each authority. from 4 to 11 times in the course of the year.		✓
	2.19	Style: Numerical value starting a sentence Where a sentence begins with a numerical value and a unit of measurement spell out both the number and the unit. For example: Five kilograms of toothpaste is more than enough. <i>not</i> 5 kg of toothpaste is more than enough.		✓
	2.20	Style: Commas in numerical values Remove commas from numerical values. For example: 1000 <i>not</i> 1,000 20 000 <i>not</i> 20,000 Not applicable for Accounting and Finance titles. Follow the subject-specific rule 14.9.1.	1000 <i>not</i> 1,000 20 000 <i>not</i> 20,000	✓
	2.21	Style: Thin spaces in numerical values Remove thin space from four digit numerals. For example: 1000 <i>not</i> 1 000 Not applicable for Accounting and Finance titles. Follow the subject-specific rule 14.9.2.		✓

	2.22	Style: Thin spaces in numerical values For numbers (including years) with five or more digits (either side of the decimal point) insert a thin space between every third digit. 10 000 0.000 007 20 000 000 Not applicable for Accounting and Finance titles. Follow the subject-specific rule 14.9.3.	VENDOR NOTE: The thin space in numerical values must be hard coded ( ).	✓
	2.23	Style: Number values In applied sciences numerals of value 10 000 often appear as 1.0 x 10 ⁴ . Follow author usage and do not change in the text.	VENDOR NOTE: This should be coded as 1.0 × 10⁴.	✓
	2.24	Style: Decimal points Decimal points should always appear on the baseline. 1.5 <i>not</i> 1·5		✓
new	2.24 a	Style: Decimal points, German language Statt Dezimal-Punkt = Dezimal-Komma		✗
	2.25	Style: Zero before decimal point Precede decimal values below 1 with a zero – add a zero where no digit appears before the point. 0.75 <i>not</i> .75	VENDOR NOTE: Do not use MathML for numbers unless part of a larger mathematical expression.	✓
	2.26	Style: No omission of digits in ranges Do not omit digits in numerical ranges. For example: 1155–1166 <i>not</i> 1155–66. Similarly for years. For example: 1971–1974 <i>not</i> 1971–74.		✓
	2.27	Style: Repetition of units in ranges Do not repeat the unit in ranges. For example: from 10 to 20 cm <i>not</i> from 10 cm to 20 cm 40–50% <i>not</i> 40%–50% All units except % symbols should be separated from the preceding value by a thin space; % should be closed up.	VENDOR NOTE: % is an accepted character in PHiML, i.e. it does not need to be changed to a character entity. The thin space in numerical values must be hard coded ( ).	✓
new	2.27 a	Style: Repetition of units in ranges, German language Im Deutschen % ebenfalls mit Abstand zur Zahl.		✗
	2.28	Style: Ordinal numbers Except for century names follow author preference for spelling out ordinal numbers – first, second, third, fourth, etc. Query author if style inconsistent.	first <i>not</i> 1st	✓
new	2.28 a	Style: Ordinal numbers, German language Ordinalzahlen können sowohl ausgeschrieben als auch abgekürzt benutzt werden, abhängig vom MS-Stil.		✗
	2.29	Style: Ordinal numbers In notes and references do not use superscripts for 1st, 2nd, 3rd, 5th, etc.	1st <i>not</i> 1st etc.	✓
	2.30	Style: Ratios In ratios centre the colon between figures with a thin space on each side.		✓
	2.31	Style: Abbreviation of currencies Change dollar, pound, euro to \$, £, € when used in conjunction with a numerical value. Copyeditor to specify which dollar (e.g. US\$) where the meaning might otherwise be ambiguous.	€5 not 5 euros etc. VENDOR NOTE: Use the character entity € for € sign.	✓
	2.32	Style: Dates Order should be day/month/year without internal punctuation: 2 October 2007 Where a named day is given before the date use a comma: Tuesday, 2 October 2007 If year is not specified, follow same order, e.g. on 2 October he left for Madrid. Do not use ‘st’, ‘nd’, ‘rd’ or ‘th’, except in quoted material. For clarity – so as not to confuse US readers – always use 2 October 2007 style in the text rather than 02/10/07 or any variant. Technical, computing and financial texts increasingly use the ISO date system, where elements are separated by hyphens: 2014-10-02. Maintain this style if used consistently within the text.	2 October 2007 <i>not</i> 2nd October 2007 2, Oct 2007 02/10/07	✗

3. [Hyphens, en rules and em rules](#)

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	3.1	PHi requirements are listed below. If further advice required consult CMS 17e		✗
	3.2	Style: Hyphens PHi style is to keep the use of hyphens in noun compounds to a minimum. However, hyphens should be used to connect the elements of compound nouns where the absence of a hyphen would be absurd. For example: cross-section <i>not</i> crosssection semi-infinite <i>not</i> semiinfinite But: cooperative <i>not</i> co-operative coordinate <i>not</i> co-ordinate uncooperative <i>not</i> un-cooperative nonlinear <i>not</i> non-linear Note that for multi-hyphenated compounds, the ‘non-’ should remain, e.g. ‘non-profit-making’.	VENDOR NOTE: Use the character entity ‐ rather than the keyboard character. No proximity searching if it's not consistent.	✗
	3.3	Style: Hyphens Follow author usage for hyphens connecting the elements of compound adjectives.	VENDOR NOTE: Use the character entity ‐ rather than the keyboard character	✓
	3.4.	Style: Hyphens Follow author usage for hyphens connecting the elements of compound surnames.	VENDOR NOTE: Use the character entity ‐ rather than the keyboard character.	✓
	3.6.	Style: Hyphen use where double vowels or consonants Use a hyphen to connect a prefix to a word where successive vowels are doubled or consonants. cell-like; anti-inflammatory	VENDOR NOTE: Use the character entity ‐ rather than the keyboard character	✓
	3.7	Style: Soft hyphens Remove all instances of ‘soft’ or ‘discretionary’ hyphens introduced to the text by the author to break words at the ends of lines.		✓
	3.8	Style: Em rules Remove all em rules from the text and replace with en rules. Em rules should only be used to indicate missing data in tables.	VENDOR NOTE: All en rules should be given as – in PHiML.	✓
	3.9	Style: En rules Use unspaced en rules in number ranges. 2–10 µm pp. 126–128 Note that this should not be an em rule or a hyphen. In number ranges there is no space between the number and the en rule.	VENDOR NOTE: All en rules should be given as – in PHiML	✓
	3.9a	Style: Number spans and prepositions However, note that numbers preceded by the words from or between should use the prepositions ‘to’ or ‘and’ rather than an en rule. From 1969 to 1973 <i>not</i> From 1969–1973	VENDOR NOTE: All en rules should be given as – in PHiML	✓
	3.12	Style: Linking distinct items Use en rules to link distinct items or names for comparison or contrast. Note that this should not be an em rule or a hyphen. gas–liquid chromatography; the north–south divide	VENDOR NOTE: All en rules should be given as – in PHiML.	✗
new	3.12 a	Style: Linking distinct items, German language Zur Verbindung von Wörtern werden Bindestriche (hyphens) verwendet. Gas-Flüssig-Chromatografie		✗
	3.13	Style: Linking person names Use en rules to link two names. Note: Michaelis and Menten (and Robinson and Smart) are two different people; this is not a double-barreled surname! Michaelis–Menten kinetics; the Robinson–Smart theory	VENDOR NOTE: All en rules should be given as – in PHiML.	✗
New	3.13 a	Style: Linking person names, German language Zur Verbindung von Wörtern werden Bindestriche (hyphens) verwendet. Michaelis-Menten-Kinetik		✗

	3.14	Style: Parenthetic dashes Use spaced en rules for parenthetic dashes in the text with a thin space on either side of the en rule. A parenthetic dash – an aside in the text – looks like this.	VENDOR NOTE: Parenthetic dashes in PHiML should be coded as XXX –  XXX  – XXX	
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4. Formatting

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	4.1	Style: Italics Use italic for the title of a publication, play, musicals, TV/radio programmes, films, video games, ships. <i>The Lancet</i> <i>Waiting for Godot</i> <i>Kiss Me Kate</i> <i>Strictly Come Dancing</i> <i>The Godfather</i> <i>Grand Theft Auto V</i> <i>SS Eisenhower</i>	VENDOR NOTE: Use <i>.	✗
	4.2a	Style: Web addresses/URLs Do not underline a Web address/url.	VENDOR NOTE: Use <url>. Do not entify keyboard characters within the href attribute value. However, the href attribute value must conform to URL syntax and start with a protocol ('http://', 'ftp://', etc.).	✓
	4.2b	Style: Web addresses Do not use angle brackets <> with Web addresses.	see above	✓
	4.2c	Style: Web addresses Display web addresses/urls in main text font unless alternative instruction from PE.	see above	✓
	4.2d	Content: Accuracy of URLs Verification of URLs to ensure the reader is directed to the content intended should be done by the copyeditor and author queries raised by them.	see above VENDOR: verifies only if URL is functional	✓
	4.2e	Style: Web addresses/URLs Drop the 'http://' from a web address where the URL points to a domain (in print and in the content of the tag).	see above	✓
	4.2f	Style: Web addresses/URLs Use 'http://' etc. where the URL points to specific documents or web pages.	see above	✓
new	4.3	Style: Web addresses/URLs All URLs should appear in lower-case but in-line references to a web company can be in upper-case, e.g. He worked for EPSN.com BUT www.espn.com.	VENDOR NOTE: use <url href="{full URL with http prefix}">URL-as-printed</url>	✓
new	4.4	Style: Web addresses/URLs remove concluding forward slashes in URLs, e.g. http://www.PHi.com/authorguidelines <i>not</i> http://www.PHi.com/authorguidelines/ Note that web addresses concluding a sentence may be followed by a period.	VENDOR NOTE: use <url href="{full URL with http prefix}">URL-as-printed</url>	✓

5. Parts

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	5.1	Style: Parts and subparts Where the chapters of a book are organized into higher-level sections, these should always be called parts. Parts can be numbered One, Two, Three, etc. or I, II, III. An individual part may be divided into two or more subparts. Follow author usage on what these subparts are called and how they are numbered , e.g. Unit I, Section C, etc.	VENDOR NOTE: Capture part titles only as separate components where they contain text (other than the title or subtitle and ToC). Use <publicationMeta level="part"> where the metadata for the part is different to that of the unit, so for example where different editors have edited particular parts.	✓
new	5.1a	Style: Parts and subparts, German language "Teile" eines Buches werden by default mit römischen Ziffern durchnummeriert.		✗
	5.2	Style: Part titles Use title case for all part titles in the mechanically edited files. Title case = each main word takes an initial cap, followed by lower case. Minor words of 4 characters or fewer such as ‘and’, ‘of’, ‘on’, ‘from’, etc. take an initial lower-case letter. Longer, more significant, words of 5 characters or more e.g. ‘Since’, ‘Through’, ‘Under’, etc. should take an initial upper-case letter. Words following a hyphen should take an initial lower-case letter except when word is a proper noun/adjective. Note style (title, sentence case or caps) will be applied according to the page design at pagination stage.	VENDOR NOTE: Use title case with <title type="main"> (within <titleGroup> in <publicationMeta level="part">). Where letters must remain upper or lower case, or italic or roman, such as with pH or acronyms, use <fc>, <fi> and <fr> as appropriate to assist with re-casing and re-formatting when required. Make 'fixed' codes visible in the mechanically edited files for validation by the copyeditor.	✓
	5.3	Style: Part titles Remove any periods (full stops) from the end of part titles.		✓
	5.4	Style: Cross-references to parts Cross-references within the text to parts – when used in conjunction with a numerical indicator – must be upper and lower case, never abbreviated. see Part One not see part one or see Part one, etc.	VENDOR NOTE: Use <link> for cross references. The word ‘Part’, ‘Section’ sits outside the <link> tag.	✓

6. Chapters

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	6.1	Style: Chapters Chapters should be numbered using Arabic numerals 1, 2, 3, etc.	VENDOR NOTE: To capture the chapter number use <numbering type="main"> in <publicationMeta level="unit">.	✓
	6.2	Style: Chapters Numbering should continue through the book; it should not start at 1 again with the beginning of a new part.		✓
	6.3	Style: Chapter titles The word 'Chapter' should not appear in the mechanically edited files. The page design will specify if it is required for the print version		✓
	6.4	Style: Chapter titles Remove any periods (full stops) from the end of chapter titles.		✓
	6.5	Style: Chapter titles Use title case for all chapter titles in the mechanically edited files. Title case = each main word takes an initial cap, followed by lower case. Minor words of 4 characters or fewer such as 'and', 'of', 'on', 'from', etc. take an initial lower-case letter. Longer, more significant, words of 5 characters or more e.g. 'Since', 'Through', 'Under', etc. should take an initial upper-case letter. Words following a hyphen should take an initial lower-case letter except when word is a proper noun/adjective. Note style (title, sentence case or caps) will be applied according to the page design at pagination stage.	VENDOR NOTE: Use title case with <title type="main"> within <titleGroup> in <contentMeta>. Where letters must remain upper or lower case, or italic or roman, such as with pH or acronyms, use <fc>, <fi> and <fr> as appropriate to assist with re-casing when required. Make 'fixed' codes visible in the mechanically edited files for validation by the copyeditor.	✓

7. Headings

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	7.1	Style: Headings Use this style as default within the mechanically edited files. Section heads will be mapped to the book's page design at composition (either numbered [single or double] or unnumbered, PHi to confirm style via Project Brief). Prefix heading numbers with the chapter number, so for example, for Chapter 1: 1.1 Level 1 Heading 1.1.1 Level 2 Heading 1.1.1.1 Level 3 Heading 1.1.1.1.1 Level 4 Heading	VENDOR NOTE: Use nested <section><title>s. Mechanical editing needs to be aware of the heading levels as supplied by the author and not change heading levels to a sequential level order without exception. This would be better advised by the ME in the brief or by a query to the CRS before copyediting. "Jumping" numbered section levels to an unnumbered level is a valid means of devising importance of a piece of text.	✓
new	7.1a	Style: Heading, German language Für deutschsprachige Standardtitel bis Level 3 nummeriert, darunter 2 nicht-nummerierte Level). Level 4 kann auch nummeriert werden. Bei Querverweisen sollte nummeriert werden.		✗
	7.2	Style: Heading titles Use title case for all heading titles in the mechanically edited files. Title case = each main word takes an initial cap, followed by lower case. Minor words of 4 characters or fewer such as 'and', 'of', 'on', 'from', etc. take an initial lower-case letter. Longer, more significant, words of 5 characters or more e.g. 'Since', 'Through', 'Under', etc. should take an initial upper-case letter. Words following a hyphen should take an initial lower-case letter except when word is a proper noun/adjective. Note heading style (title, sentence case or caps) will be applied according to the page design at pagination stage.	VENDOR NOTE: Use title case with <title type="main"> within <titleGroup> in <contentMeta>. Where letters must remain upper or lower case, or italic or roman, such as with pH or acronyms, use <fc>, <fi> and <fr> as appropriate to assist with re-casing when required. Make 'fixed' codes visible in the mechanically edited files for validation by the copyeditor.	✓
	7.3	Style: Heading titles No period (full stop) after the number in section headings.	1 A Level Heading not 1. A Level Heading	✓
	7.4	Style: Heading titles Remove any periods (full stops) from the end of headings.	1.1 B Level heading <i>not</i> 1.1 B Level heading.	✓

8. Figures

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	8.1	Style: Figures Use double numeration as default within the mechanically edited files. Use either single or double ('decimal') numeration in the print files. Your PHi Production contact will confirm via the Project Brief. Single numeration = numbered through the chapter with Arabic numerals: Figure number (Figure 1, Figure 2, etc.). Double numeration = numbered through the chapter with Arabic numerals: Chapter number + Figure number (Figure 1.1, Figure 1.2, etc.). Numbered figures must be cited within the text, raise as author query where this is not the case.	VENDOR NOTE: <figure> is an automatically numbered element. By default 1,2,3,...will be generated for this element, starting at 1 for each series of figure with a different <objectName> (that is, for each different <title type="figureName">).	✓
	8.2	Style: Figures No period (full stop) after the (second) number. Figure X.X <i>not</i> Figure X.X. Figure X <i>not</i> Figure X.	Figure X.X not Figure X.X. Figure X not Figure X. VENDOR NOTE: The 'Figure X' or 'Figure X.X' part of the caption are not included in the XML. This will be automatically generated by the rendering application	✓
	8.3a	Style: Figures The word 'Figure' in the caption is given in full in upper and lower case, bold, followed by number then quad space. Do not abbreviate. Figure X.X (or X) <i>not</i> FIGURE X.X, Figure X.X, Fig. X.X or any other variation.	Figure X.X (or X) not FIGURE X.X, Figure X.X, or any other variation.	✓
new	8.3a	Styles: Figures, German language In der Legende wird "Abbildung" abgekürzt Abb. 1.1 Text text text		✗
	8.3b	Style: Unnumbered figures Figures do not need to be numbered unless they are captioned or cross-referenced in the text. It is acceptable to have a mix of numbered and unnumbered figures within the same chapter. Partial numbering is applied in the following manner: if, for example, the seventh figure in chapter 10 is the first to be cross-referenced then this should appear as Figure 10.1 <i>not</i> Figure 10.7.	VENDOR NOTE: Unnumbered figures should be coded using <mediaResource> within either <block type="graphic"> or <blockFixed type="graphic"> according to whether they are fixed or float.	✓
	8.5	Style: Figure captions Figure captions roman. Captions can appear above or below the figure according to the page design/series style.	VENDOR NOTE: The 'Figure X' or 'Figure X.X' part of the caption is not included in the XML. This will be automatically generated by the rendering application	✓
	8.6	Style: Figure captions A period (full stop) should appear at the end of figure captions.		✓
	8.7	Style: Figure captions Use sentence case for figure captions as default in the mechanically edited files. Sentence case = start with an initial cap, all other words take lower case unless letters need to remain upper case for meaning, e.g. pH, DNA, etc. Sentence case will always be used for figure captions in the print version.	VENDOR NOTE: 'fixed' codes do not need to be used in figure captions as they are unlikely to be re-cased or re-formatted.	✓
	8.8	Style: Source information Where applicable, acknowledgement to the source of the figure should follow on in a new sentence at the end of the figure caption, prefaced with 'Source:' in roman.	VENDOR NOTE: Use <source> for the source of any material published elsewhere. Include the terminating full stop within the tags. If the word 'source' (and colon) and/or parentheses are required include them within the tags, as the rendering application will not generate it. Similarly add formatting tags if required, as the <source> tag will not automatically generate italics, bold, bold italic, etc. For example: <i>The Financial Times</i>, 15 May 2006.</source>.	✓

	8.9a	Style: Figure parts Parts of figures are to be designated (a), (b), (c), etc. in the caption – i.e. lower case letters within parentheses – not (1), (2) or *, †, etc. Parentheses enclose the letters that label the separate parts of figures in captions and on the figures themselves, but not in text citations of figures. see Figure 1b <i>not</i> see Figure 1(b) Separate the descriptions of the parts in the caption using semi-colons. The only exception is where the original artwork is a halftone and cannot be relabelled. In such cases the captions and in-text citations should match the labelling in the halftone.	VENDOR NOTE: Use <figurePart>.	✓
	8.9b	Style: Uncaptioned figures Figures can be uncaptioned.	VENDOR NOTE: The element <caption> is not mandatory therefore for numbered uncaptioned figures use <figure>. For unnumbered, uncaptioned figures use either <block type="graphic"> or <blockFixed type="graphic"> according to whether they are fixed or float	✗
	8.10	Style: Figure labels Figure labels take initial cap only. Use caps only for proper nouns and where required in acronyms and abbreviations. Figure labels should be edited to match the style of the text for capitalisation, spelling, italicization, SI unit consistency, unless otherwise instructed in the Project Brief.		✓
new	8.11	Style: Cross-references to figures Cross-references within the text to figures must be upper and lower case, never abbreviated. see Figure 1.1 <i>not</i> see Fig. 1.1	VENDOR NOTE: Use <link> for cross references. The word 'Figure' sits outside the <link> tag.	✓
	8.11a	Style: Cross-references for figures, German language Verweise auf Abbildungen im Text werden abgekürzt (Ausnahme: am Satzanfang): Abbildung 1.1 zeigt Wie Abb. 1.1 zeigt		✗

9. Tables

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	9.1	Style: Table numeration Use double numeration as default within the mechanically edited files. Use either single or double ('decimal') numeration in the print files. Your PHi Production contact will confirm via the Project Brief. Single numeration = numbered through the chapter with Arabic numerals: Table number (Table 1, Table 2, etc.). Double numeration = numbered through the chapter with Arabic numerals: Chapter number + Table number (Table 1.1, Table 1.2, etc.). Numbered tables must be cited within the text, raise as author query where this is not the case. Resequence a table (position and number) according to the order of reference in the text. Verify if this is valid with regard to context, i.e. if the callout at the later reference in the text was correct. Example: if the seventh table in chapter 10 is the first to be cross-referenced then it should appear as Table 10.1 not Table 10.7.	VENDOR NOTE: <tabular> is an automatically numbered element. Insert a CE query when a table is resequenced to sync it with its first cross-reference in the text.	✓
new	9.20	Style: Unnumbered tables Tables do not need to be numbered unless they are captioned or cross-referenced in the text. It is acceptable to have a mix of numbered and unnumbered tables within the same chapter.	VENDOR NOTE: Unnumbered tables should be coded using <tabularFixed>.	✓
	9.2	Style: Table captions No period (full stop) after the (second) number unless at the end of a sentence. Table X.X <i>not</i> Table X.X. Table X <i>not</i> Table X.	VENDOR NOTE: The 'Table X' or 'Table X.X' part of the caption should not be captured within the <tabular><title>. This will be automatically generated by the rendering application.	✓
	9.3	Style: Table captions The word 'Table' in the caption is given in upper and lower case, bold, followed by number then quad space. Table X.X (or X) <i>not</i> TABLE X.X, Table X.X, etc. Note that if a table constitutes part of another text feature (e.g. a case study, example or exercise) it may not be numbered, or may use a different numbering system.		✓
new	9.3a	Style: Table captions, German language In der Tabellenüberschrift wird "Tabelle" abgekürzt. Tab. 1.1 Text text text		✗
	9.4	Style: Table captions Do not abbreviate the word 'Table' in the caption to 'Tab.' 'Tab' or any other derivative. Table 2.3 (or 3) not Tab. 2.2		✓
	9.5	Style: Table captions Table captions roman. Captions can appear above or below the table according to the page design/series style.	VENDOR NOTE: The 'Table X' or 'Table X.X' part of the caption is not included in the XML. This will be automatically generated by the rendering application	✓
	9.6	Style: Table captions Use sentence case for table captions as default in the mechanically edited files. Sentence case = start with an initial cap, all other words take lower case unless letters need to remain upper case for meaning, e.g. pH, DNA, etc. Sentence case will always be used for table captions in the print version.	VENDOR NOTE: Use <title> (not <caption>) for table titles. If necessary re-case the caption text to title case as <title> requires title case. Note that 'fixed' codes do not need to be used in table captions as they are unlikely to be re-cased or re-formatted.	✓
	9.7	Style: Table captions A period (full stop) should appear at the end of table captions.		✓
	9.8	Style: Units in tables Units used throughout the table should be given in the title in parentheses or in a column heading and not repeated in the body of the table.		✗

	9.9	Style: Column headings in tables Column headings and row or ‘stub’ columns: use sentence case unless letters need to remain upper case for meaning, e.g. pH, DNA, etc. No periods (full stops). Do not assume that the top line of every table consists of column headings as not all tables have columns with headings; sometimes they are just lists.		x
	9.9a	Style: Casing in tables The first letter in each column should be capital (unless shown as hard lower case), Compare rule 9.9		x
	9.10	Style: Column headings in tables Number spans in column headings must not overlap, e.g. 0–100, 101–200, 201–300 rather than 0–100, 100–200, 200–300		✓
	9.11 a	Style: Footnotes in tables Footnotes appear below the table. The table footnote text should be sentence case and end with a period (full stop). For table footnotes follow the page design. Where no instructions are given, use lower-case italic superscript ^{<i>‘a’</i>} , ^{<i>‘b’</i>} , ..., not (1), (2) or *, †, etc. Use lower-case italic superscript ^{<i>‘a’</i>} , ^{<i>‘b’</i>} in the mechanically edited files.	VENDOR NOTE: Use <tableNotes> for table footnotes; do not use a, b, c, etc. in the content of the table footnote, this will be generated by the rendering application.	✓
new	9.11 a	Style: Footnotes in tables Tabellenfußnoten werden sowohl im Text als auch in den Fußnoten mit a) b) c) gekennzeichnet		x
	9.11 b	Style: Footnotes in tables The sequence of note indicators should read along the rows, left to right: a footnote indicator in the first line of the second column precedes an indicator in the second line of the first column.		✓
	9.12	Style: Unit conversions in tables Unit conversions are given in footnotes referenced to the units in the column heads or in the table body, e.g. ^a To convert J to cal, divide by 4.184.’		x
	9.13	Style: Source information for tables Where applicable, acknowledgement to the source of the table or to the source of the table data should be given beneath the table, prefaced with ‘Source:’ in roman.	VENDOR NOTE: Use <source> for the source of any tabular material published elsewhere. Include the terminating full stop within the tags. If the word ‘source’ (and colon) is required include it within the tags, as the rendering application will not generate it. Similarly add formatting tags if required, as the <source> tag will not automatically generate italics, bold, bold italic, etc. For example: <source>Source: <i>The Financial Times</i>, 15 May 2006.</source>	✓
	9.14	Style: Tables Dashes in columns indicating no data should be centred ‘em’ rules. (See Section 3 for more on em rules, en rules and hyphens.)		✓
	9.15	Style: Text in tables Text in tables should be ranged left.		✓
	9.16	Style: Numbers in tables Numerical data in tables should be ranged on decimal point and centred under the column heading.	VENDOR NOTE: <entry align="char" char=".">. Do not use spacing character entities to achieve alignment in tables.	✓
	9.17	Style: Numbers in tables Numerical data in tables: where five-digit numerals are also present – insert a thin space in four-digit numerals for consistency and to ensure alignment of columns.		✓
	9.18	Style: Units in tables Where abbreviations for units of time are used in tables, they must follow this format: s = second min = minute h = hour d = day wk = week mo = month yr = year No plural ‘s’.		x

new	9.19	Style: Cross-references to tables Cross-references within the text to tables must be upper and lower case, never abbreviated. see Table 1.1 (or 1) <i>not</i> see Tab. 1.1	VENDOR NOTE: For cross references use <link>. The word 'Table' sits outside the <link> tag.	✓
	9.19 a	Style: Cross-references to tables, German language Verweise auf Tabellen im Text werden abgekürzt, außer am Satzanfang Tabelle 1.1 zeigt ... Wie Tab. 1.1 zeigt		✗

10. Footnotes and Endnotes

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	10.1	Style: Notes Your PHi Production contact will confirm via the Project Brief whether to use footnotes, end-of-chapter notes, or end-of-book notes		✓
	10.2	Style: End-of-chapter notes End-of-chapter notes should appear before further reading, appendices or references (if present).	VENDOR NOTE: Use <note> within <noteGroup> for footnotes and endnotes. Use <link> to link to the identifier. The Endnotes section must have a title 'Notes' or 'Endnotes' <title type="main"> as appropriate. Always include endnotes within the component in which they appear, never as a separate component	✓
	10.3	Style: Note numbering Notes should be numbered 1 – x throughout chapter, never with the symbols *, †, etc. Where we are producing previously published material we may end up with two notation systems (original and PHi's). ME will advise on style for this via the Project Brief.	VENDOR NOTE: Use <note> for footnotes within the text; do not use 1, 2, 3, etc. in the content of the footnote, this will be generated by the rendering application.	✓
	10.4	Style: Note numbering The style of note indicators within the text is a superscript number positioned after any punctuation, normally after the period (full stop) at the end of the sentence.		✓
	10.5	Style: Note numbering Positioning exceptions are: Where the footnote/endnote relates only to text within parentheses – the indicator should be placed before the closing parenthesis. With parenthetical (en) dashes – place before the closing dash. Where the footnote/endnote refers to a single word at the end of a sentence.		✓
	10.6	Style: All notes Notes should end with a period (full stop).		✓
	10.7	Style: All notes Use sentence case for note text.		✓
	10.8	Style: Inclusion of references within notes References (or further reading) should appear in their own sections. If references or further reading have been embedded within the text of footnotes or endnotes by the author, the Project Brief will make clear if this should be retained and that, as a consequence, suboptimal linking of references in digital products is acceptable.		✗
	10.9	Style: Tables in notes Complex tabular material, lists, etc. may be better presented in an appendix rather than a note. Raise as author query.		✗

11. Displayed Lists

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	11.1	Punctuation: Lists If punctuation is used to introduce a list use a colon.	VENDOR NOTE: Take care not to use <p> tags around <list> tags where the list appears in the middle of a paragraph. Use the continuationOfRef attribute where a list is broken (e.g. by an intervening paragraph).	✘
	11.2	Punctuation: Lists Lists which only contain items not longer than five words should not carry any punctuation at the end of each item. Lists which contain a mixture of short items and longer items (e.g. full grammatical sentences) should impose periods (full stops) on <i>all</i> lines (i.e. items) in the list.		✘
	11.3	Punctuation: Lists Where the list is an extension of a preceding sentence the final item in any list should always end with a period (full stop). For free-standing lists (e.g. in boxes) which are not part of a preceding sentence the final item should not end with a period (full stop).		✘
new	11.3 a	Punctuation: Lists, German language Kein Punkt hinter Listen mit kurzen Aufzählungsgliedern Es gibt • Schneckenudeln • Brezeln • Dampfnudeln Bei längeren Aufzählungsgliedern kann Komma/Strichpunkt gesetzt werden. Das letzte Glied der Aufzählung wird mit Schlusspunkt versehen. Ein Zuschuss zu den Fahrtkosten kann gewährt werden[:] • wenn keine öffentlichen Verkehrsmittel zu Verfügung stehen; • wenn eine Fahrgemeinschaft nicht gegründet werden kann; • bei körperbehinderten Mitarbeitern.		✘
	11.4	Punctuation: Lists Use dashed lists for lists within lists, unless there is a need for a hierarchical (numbered) sublist, for example to illustrate subsequent steps in the protocol of an experiment.	VENDOR NOTE: Do not use style="custom" and – (en dash) to achieve a dashed sub-list within a list. Instead use a nested <list style="bulleted" inside a <listItem> for the sub-list.	✓
	11.5	Punctuation: Lists The numbers or letters in a list can be identified with or without parentheses. (Note that in the mechanically edited files the numbering of displayed lists will follow one of Word's 'Bullets and Numbering' styles and will be mapped to the appropriate design at composition stage.)	VENDOR NOTE: style="1"; style="a"; style="i".	✘
	11.7	Punctuation: Run-on lists In run-on (rather than displayed) lists use parentheses to enclose item numbers. Use roman numerals (i), (ii), (iii).		✓

12. Block Quotes

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	12.1	Style: Quotations Do not make any changes to quotations within the manuscript; they should be reproduced exactly as they appear in the original. Retain emphasis in the quote text as provided by the author. If there are spelling mistakes or inconsistencies within the block quote raise as an author query. Punctuation styles may be changed to be consistent with PHi rules (spaced en rules, etc.), single to double quotes, etc. Case of initial letter in a quotation may be changed according to the context without use of [].	VENDOR NOTE: Use <blockFixed type="quotation">. Take care not to use <p> tags around <blockFixed type="quotation"> where the quoted material appears in the middle of a paragraph. To identify a quote, check if a source line is present. Put a CE query if unsure.	✓
	12.2	Style: Displayed quotations No quotation marks are used to delineate displayed quotations (block quotes).		✓
new	12.2 a	Style: Displayed quotations, German language Blockzitate werden in Anführungszeichen gesetzt		✗
	12.3	Style: Displayed quotations Block quotes should be set in roman, <i>not</i> italic.		✓
	12.4	Style: Quotation sources The title of the source publication, when given for epigraphs, should be italic and ranged right, beneath the display.	VENDOR NOTE: Use <source> for the source of any <blockFixed type="quotation">s. Include the terminating full stop within the tags. If the word 'source' (and colon) is required include it within the tags, as the rendering application will not generate it. Similarly add formatting tags if required, as the <source> tag will not automatically generate italics, bold, bold italic, etc. For example: <source>Source: <i>Twelfth Night</i>, William Shakespeare.</source> Add <source> only when the source is present below the quotation. If the source is not clear, add a CE query requesting to add any necessary source tagging.	✓

13. Appendices

Gro up	No.	Guideline	Vendor Notes	Mechanical editing
	13.1	Style: Appendices Appendices either appear at the end of the chapter or the end of the book.	VENDOR NOTE: - For end of book appendices use <publicationMeta type="appendix">. - For end of chapter appendices use <appendix>	✗
	13.2	Style: End-of-chapter appendices Occasionally chapters may have their own appendices at the end of the chapter. In this case the number should appear as, e.g. Appendix 3.A, 3.B, etc. for appendices to Chapter 3. This, together with the title, should be treated as an A head. Or alternatively Appendix A, Appendix B, etc. (if single numeration is being followed).	VENDOR NOTE: Use <appendix> .	✓
	13.3	Style: Figures and table in end-of-chapter appendices Figures and tables within these (chapter-end) appendices should be numbered as follows in the mechanically edited files: Figure 3.A.1, Figure 3.A.2, etc. (e.g. the first figure in first appendix at the end of Chapter 3). If single numeration is to be followed for figures in the print files, use A.1, Figure A.2, etc.	Use <label> with <figure> if figure numbering is to be different from the Appendix section label (i.e. Figure I when the Appendix section label is "A").	✓
	13.4	Style: Position of appendices At the end of the book Appendices appear before the references and/or further reading sections. At the end of the chapter: If references are listed at the end of the chapter, appendices appear before the references and/or further reading sections	VENDOR NOTE: Appendices situated at the end of the book should be separate components; use <publicationMeta type="appendix">.	✓
	13.5	Style: Appendix numbering If there are two or more appendices number them Appendix A, Appendix B, or, if double numbering applied, Appendix 3.A or Appendix 3.B, etc.	a	✓

13.6	Style: Numbering of figures, tables, sections within appendices Sections, figures or tables within appendices should be numbered, e.g. Section B.1, Figure A.1, Table C.2, etc., or, if double numbering is being used, Figure A.1.1, etc.	a	✓
13.7	Style: Numbering of equations within appendices Equations within appendices should be numbered, e.g. A.1, A.2, A.3, etc.	a	✓
13.8	Style: Appendix titles Each appendix must have a title, as for a chapter; and each must be listed as per a chapter in the contents list.	a	✗
13.9	Style: Appendix titles Use title case for all appendix titles in the mechanically edited files. Title case = each main word takes an initial cap, followed by lower case. Minor words of 4 characters or fewer such as ‘and’, ‘of’, ‘on’, ‘from’, etc. take an initial lower-case letter Longer, more significant, words of 5 characters or more e.g. ‘Since’, ‘Through’, ‘Under’, etc. should take an initial upper-case letter. Words following a hyphen should take an initial lower-case letter except when word is a proper noun/adjective. Note style (title, sentence case or caps) will be applied according to the page design at pagination stage.	VENDOR NOTE: Use <title>Appendix</title> for appendix titles. Where letters must remain upper or lower case, or italic or roman, such as with pH or acronyms, use <fc>, <fi> and <fr> as appropriate to assist with re-casing when required. Make fixed codes visible in the mechanically edited files for validation by the copyeditor.	✓

14. Subject Specific Styles

Group	No.	Guideline	Vendor Notes	Mechanical editing
Mathematics and Physics (general)	14.1.0	If a MS provides an acceptable maths style variation used consistently and correctly, we may instruct that this be retained to avoid the potential for introduction of errors when applying the standard PHi style. We will make our requirement clear via the Project Brief.	VENDOR NOTE: Use MathML to code all maths content.	✓
	14.1.1	Variables and parameters Typeset in italic, e.g. $(a + y)$. However upper-case Greek letters should be set in roman. Two-letter variables, e.g. KE for kinetic energy, should be set in roman to prevent misreading as a product of two variables.	VENDOR NOTE: $\langle \text{mi} \rangle a \langle / \text{mi} \rangle$ will render the letter a in italic. Single characters captured within the MathML identifier tags $\langle \text{mi} \rangle$ will render in italic. $\langle \text{mi} \rangle \text{KE} \langle / \text{mi} \rangle$ will render the letters in roman. Two characters captured within the MathML identifier tags $\langle \text{mi} \rangle$ will render in roman	✗
	14.1.2	Vectors No arrow above the letter – rather typeset in bold, e.g. (a) . (Most vectors used in physics are variable vectors; see below.)		✗
	14.1.3	Variable vectors Typeset in bold italic, e.g. (i) .		✗
	14.1.4	Matrices Bold capital letters are used to represent matrices: Inline: typeset in bold caps, e.g. (I) . Display: set within square brackets. (Most matrices used in physics are variable matrices; see below.)		✗
	14.1.5	Variable matrices Typeset in bold italic caps, e.g. (B) . Ellipses in matrices should consist of three points – ‘...’ (vertical or horizontal).	VENDOR NOTE: Horizontal ellipsis = $\&\text{hellip;}$; vertical ellipsis = $\&\text{vellip;}$. Within mathematical expressions, an ellipsis should be represented using an $\langle \text{mi} \rangle$ element, rather than $\langle \text{mtext} \rangle$, since it takes the place of a term in the sum.	✗
	14.1.6a	Sub and superscripts Words and abbreviations If a superscript or subscript is a word or an abbreviation, typeset in roman, e.g: X_{min}		✗
	14.1.6b	Sub and superscripts Single letters Most single-letter subscripts and superscripts and all numerical sub- and superscripts are set in roman. Exception: Subscripts representing a running number (e.g. n in the sense of 1, 2, 3...) or quantities (e.g. P and V indicating specific heat) are typeset in italic.		✗
	14.1.7	Differential d Typeset in roman.	VENDOR NOTE: Use the character entity $\&\text{dd;}$ for differential d. Note: use the short versions $\&\text{dd;}$, rather than $\&\text{DifferentialD;}$.	✗
	14.1.8a	Mathematical constants e.g. π , e Typeset in roman.	VENDOR NOTE: Use $\langle \text{mi} \rangle$. For single character constants use the attribute $\text{mathvariant}=\text{"normal"}$.	✗
	14.1.8b	Physical constants e.g. speed of light c , Planck’s constant h , Boltzmann constant k Typeset in italic.		✗

	14.1.9	Functions and operators Set named (abbreviated) functions and operators and trigonometric functions in roman. They do not take periods (full stops). e.g. log, ln, exp, sin, tan (for a full list see CMS http://www.chicagomanualofstyle.org/book/ed17/part2/ch12/tables/tbl002.html) These functions are followed by a space, then the numerical value. However there is no space if the argument (symbol or number) is enclosed in parentheses, brackets, or braces.	VENDOR NOTE: Use <code><mi>log</mi><mo>&af;</mo></code> . Use the invisible operator ‘apply function’ (<code>&af;</code>) after the function. Note: use the short versions <code>&af;</code> and <code>&it;</code> , in preference to <code>&ApplyFunction;</code> and <code>&InvisibleTimes;</code>	✓
	14.1.10	Symbols for scientific units Typeset in roman. See Section 2 Numbers and Scientific Units. Abbreviations for SI (Système International) units are standards and should be strictly adhered to. Refer to: http://physics.nist.gov/cuu/Units/units.html .		✓
	14.1.11	Ellipses Include a comma (and space) after the three ellipsis dots when the final term follows, e.g. x_1, x_2, \dots, x_n . Only ellipses indicating omissions in series or lists are set on the line. Ellipses indicating missing terms in equations are centred vertically.	VENDOR NOTE: Note that within mathematical expressions, an ellipsis should be represented using an <code><mi></code> element, rather than <code><mtxt></code> , since it takes the place of a term in the sum. Use the character entity <code>&hellip;</code> for horizontal ellipses. Use the character entity <code>&vellip;</code> for vertical ellipses.	✓
	14.1.12	Fractions Simple fractions in the text should be stacked vertically.	VENDOR NOTE: Use character entities for common fractions (e.g. <code>&frac12;</code> and <code>&frac13;</code>) where available. Otherwise use the MathML tag <code><mfrac></code> .	✗
	14.1.13	Propositions, theorems, lemmas, and corollaries Should always appear as B level headings.	VENDOR NOTE: Use <code><mathStatement><title type="mathStatementName">Theorem</title> (for example) and <objectName elementName="mathStatement">Theorem </objectName></code> . For statements, examples, outside of math content, use <code>@role="nonMath"</code> on <code><mathStatement></code>	✓
	14.1.14	Propositions, theorems, lemmas, and corollaries These can either: a) be numbered discreetly; corollaries are numbered 1–X, lemmas 1–X, theorems 1–X, propositions 1–X. b) follow an integrated numbering system; Proposition 1 would be followed by, for example, Theorem 2, and then Lemma 3, etc. Use double numeration as default within the mechanically edited files. Use either single or double (‘decimal’) numeration in the print files. Single numeration = numbered through the chapter with Arabic numerals: Theorem (etc.) number (Theorem 1, Theorem 2, etc.). Double numeration = numbered through the chapter with Arabic numerals: Chapter number + Theorem (etc.) number (Theorem 1.1, Theorem 1.2, etc.). Your PHi Production contact will confirm via the Project Brief.	VENDOR NOTE: <code><mathStatement></code> is an automatically numbered element. By default 1,2,3,...will be generated for this element, starting at 1 for each series of <code><mathStatement></code> with a different <code><objectName></code> (that is, for each different <code><title type="mathStatementName"></code>). Refer to rule 14.1.13 for <code><mathstatement></code> use outside of math content.	✓
	14.1.15	Propositions, theorems, lemmas, and corollaries These do not need additional titles. However, if author has included, please retain.	VENDOR NOTE: Use <code><mathDetail></code> to code any optional attribution or date following the theorem number, but preceding the statement of the theorem (or lemma etc.).	✗

	14.1.16	Proofs These are un-numbered.	VENDOR NOTE: Use <mathStatement numbered="no"><title type= "mathStatementName"> Proof</title> and <objectName elementName= "mathStatement">Proof </objectName>.	✓
	14.1.17	Definitions These can either be a) numbered, or b) unnumbered. If numbered, use double numeration as default within the mechanically edited files. If numbered, use either single or double ('decimal') numeration in the print files. Single numeration = numbered through the chapter with Arabic numerals: Definition (etc.) number (Definition 1, Definition 2, etc.). Double numeration = numbered through the chapter with Arabic numerals: Chapter number + Definition (etc.) number (Definition 1.1, Definition 1.2, etc.). Your PHi Production contact will confirm via the project brief.	VENDOR NOTE: Use <mathStatement><title type= "mathStatementName"> Definition</title> and <objectName elementName= "mathStatement">Definition </objectName>. Additional parenthetical information following the statement of the definition should be coded with <mathDetail>. Refer to rule 14.1.13 for <mathstatement> use outside of math content.	✗
	14.1.18	Exercises In some book series Exercises are collected at the end of the chapter and given an A level heading. They will be numbered/unnumbered according to series style. Your PHi contact will confirm these details via the project brief.	VENDOR NOTE: Use <exercise> in <exerciseSection>	✓
	14.1.19	Exercises These can also be integrated into the text, in which case they would be given B head status.	VENDOR NOTE: Use <exercise>	✓
	14.1.20	Lists Use (a) (b) (c), etc. for items in lists in maths books, or books with high mathematical content, rather than (1) (2) (3) as too many numerals in the text could be confusing for the reader.	VENDOR NOTE: <list style="a">.	✗
	14.1.21	Hyphens Note the special hyphenation conventions in maths – nonparametric, nonlinear, coordinate – these terms have particular meaning in this form		✗
Displayed equations	14.2.1	Displayed equations Displayed equations that are either significant and/or cross-referenced in the work, must be numbered consecutively within the chapter (not the book). Use double numeration as default within the mechanically edited files. Use either single or double ('decimal') numeration in the print files. Your ME will confirm this via the project brief. Single numeration = numbered through the chapter with Arabic numerals: Equation number, e.g. Equation 1, (1), Equation 2, (2), etc. Double numeration = numbered through the chapter with Arabic numerals: Chapter number + Equation number, e.g. Equation 1.1, (1.1), Equation 1.2, (1.2), etc.	VENDOR NOTE: Use MathML to code all displayed equations.	✓
new	14.2.10	Unnumbered equations Equations do not need to be numbered unless they are cross-referenced in the text. It is acceptable to have a mix of numbered and unnumbered equations within the same chapter. Partial numbering is applied in the following manner: if, for example, the seventh equation in chapter 10 is the first to be cross-referenced then this should appear as Equation 10.1 <i>not</i> Equation 10.7.	VENDOR NOTE: use numbered="no" on unnumbered equations	✗
	14.2.2	Equation identifiers These should be to the right of the equation, flush with the right-hand margin.	VENDOR NOTE: Do not include the equation number in the XML unless it is irregular; regular numbering will be generated by the rendering application. For irregular numbering, such as (3b), use <label>.	✓

	14.2.3	Equations running over more than one line If an equation occupies more than one line, the number should be placed on the last line.		✓
	14.2.4	Equations in maths and statistics titles Equations should be punctuated as if text. Use appropriate punctuation to introduce the equation, separate expressions and at the end of the equation as appropriate.		✗
	14.2.5	Equations in chemistry, telecoms and engineering titles Equations should not be punctuated as if text.	VENDOR NOTE: Use <code><math display="block"></code> for chemical equations. Use <code><math></code> rather than <code><math display="block"></code> for chemical symbols within MathML.	✗
	14.2.6	Stacked fractions Use stacked fractions in display. Don't use soliduses (e.g. a/bx), or negative superscripts (e.g. $a(bx)^{-1}$).		✗
new	14.2.6a	For Ernst&Sohn: exceptions may apply for works based on or extracted from standards (DIN). Standard texts have a normative status and may not be altered. Sections/chapters to be excluded mechanical editing and CE will be specified by editorial in the manuscript handed over to production and in the Project Brief.		✗
	14.2.7	Line breaks in displayed equations If displayed equations break try to break them before an operation symbol (e.g. $= < > + - \times$) that follows a bracket. Fractions, matrices and expressions contained within brackets should not be broken if at all possible.		✗
	14.2.8	Brackets/fences Order of brackets/fences is as follows – $\{ [()] \}$ – starting with () and working from the inside out. Brackets should normally appear in pairs, where a closing bracket is missing raise an author query.		✗
	14.2.9	Cross-references to equations The term 'Equation' is abbreviated except when at the beginning of a sentence. The terms 'Equation' and 'Eq' are used with an initial cap and the equation number given in parentheses. For example: Equation (1.1) shows.... As shown in Eqs. (1.1) and (1.3)		✓
Inline equations	14.3.1	In-line equations Avoid in-line expressions that require lines of type to spread – i.e. overbars, summation signs, stacked fractions, etc. Either set in display rather than in-line, or, if the fraction is more complex and cannot be stacked as a single character, use negative superscripts, e.g. $a(bx)^{-1}$.	VENDOR NOTE: Use MathML to code all inline mathematical expressions.	✗
	14.3.2	Breaking in-line equations Avoid breaking equations in line – rather display them.		✗
	14.3.3	Negative superscripts Use negative superscripts in preference to soliduses, i.e. follow SI specifications. Refer to: http://physics.nist.gov/cuu/Units/units.html .		✓
Chemistry	14.4.1	Forms of elements For ions, radicals, or atomic particles, use the following notation: Left superscript for mass number, isotopes: ^{14}C , ^{238}U Left subscript for atomic number: $_{17}\text{Cl}$ Right superscript for ionic charge: Na^+ , Ca^{2+} (not Ca^{++}) Charges should be to the right of any superscripts: Cl^- , Fe^{3+} Right superscript for excited states: H^* Right subscript for number of atoms/ions: H_2O , SO_4^{2-} Raised (larger) dots for free radicals: $\text{H}_3\text{CH}_2\text{C}^\bullet$ Centred dots for additional compounds: $\text{Na}_2\text{SO}_4 \cdot 10\text{H}_2\text{O}$ For oxidations status, close up in parentheses to word or symbol: iron(II), Fe(III). For isotopic substitution, the number and symbols may be enclosed in square brackets closed up to the compound: ^{15}N alanine, $^{14}\text{C}_2$ glycolic acid.	VENDOR NOTE: Use the character entity <code>&freerad;</code> for radicals. Use <code>&middot;</code> for centred dots	✗
	14.4.2	Inorganic chemistry Compounds consist of two or three words. Do not hyphenate compounds even as an adjective, e.g. sodium hydroxide, potassium titanium oxide, and potassium chloride solution.		✗

	14.4.3	<p>Organic chemistry</p> <p>Most organic compounds can be correctly named in several ways. A large number are formed by substituting a simple compound and are written as one word with one of the following suffixes:</p> <table><tr><td>ane</td><td>hexane</td></tr><tr><td>ene</td><td>2-butene</td></tr><tr><td>yne</td><td>propyne</td></tr><tr><td>ol</td><td>1-pentanol</td></tr><tr><td>al</td><td>3-chlorobutanal</td></tr><tr><td>one</td><td>methanone</td></tr><tr><td>aldehyde</td><td>acrylaldehyde</td></tr><tr><td>thiol</td><td>propanethiol</td></tr><tr><td>amine</td><td>diphenylamine</td></tr><tr><td>imine</td><td>1-hexanimine</td></tr><tr><td>amide</td><td>succinamide</td></tr><tr><td>imide</td><td>pentanimide</td></tr><tr><td>amidine</td><td>ethanediamidine</td></tr><tr><td>nitrile</td><td>hexanenitrile</td></tr></table> <p>Nonlinking forms are compound names of two or three words:</p> <table><tr><td>acid</td><td>benzoic acid</td></tr><tr><td>alcohol</td><td>ethyl alcohol</td></tr><tr><td>anhydride</td><td>benzoic anhydride</td></tr><tr><td>azide</td><td>pentanoyl azide</td></tr><tr><td>ether</td><td>dibutyl ether</td></tr><tr><td>ketone</td><td>dimethyl ketone</td></tr><tr><td>lactone</td><td>4-mercaptobutanoic lactone</td></tr><tr><td>sulfide</td><td>diisobutyl sulfide</td></tr></table> <p>Substitutions into simple compounds give a new compound. Numbers and locants are needed to describe the new compound in relation to the old compound.</p> <p>For a complete reference see the ACS Style Guide http://pubs.acs.org/isbn/9780841239999</p>	ane	hexane	ene	2-butene	yne	propyne	ol	1-pentanol	al	3-chlorobutanal	one	methanone	aldehyde	acrylaldehyde	thiol	propanethiol	amine	diphenylamine	imine	1-hexanimine	amide	succinamide	imide	pentanimide	amidine	ethanediamidine	nitrile	hexanenitrile	acid	benzoic acid	alcohol	ethyl alcohol	anhydride	benzoic anhydride	azide	pentanoyl azide	ether	dibutyl ether	ketone	dimethyl ketone	lactone	4-mercaptobutanoic lactone	sulfide	diisobutyl sulfide		x
ane	hexane																																															
ene	2-butene																																															
yne	propyne																																															
ol	1-pentanol																																															
al	3-chlorobutanal																																															
one	methanone																																															
aldehyde	acrylaldehyde																																															
thiol	propanethiol																																															
amine	diphenylamine																																															
imine	1-hexanimine																																															
amide	succinamide																																															
imide	pentanimide																																															
amidine	ethanediamidine																																															
nitrile	hexanenitrile																																															
acid	benzoic acid																																															
alcohol	ethyl alcohol																																															
anhydride	benzoic anhydride																																															
azide	pentanoyl azide																																															
ether	dibutyl ether																																															
ketone	dimethyl ketone																																															
lactone	4-mercaptobutanoic lactone																																															
sulfide	diisobutyl sulfide																																															
	14.4.4a	<p>Locants</p> <p>Use the following to determine hyphen, number and symbol placement:</p> <p>Positions can be given by a number followed by a hyphen:</p> <p>1-chloro-3-nitropropane 1,3,5-tribromobenzene 4,4',4''-nitrilotribenzoic acid No space round the separating comma if present.</p>	<p>VENDOR NOTE: Use &hyphen; not the keyboard hyphen.</p> <p>Use prime and double prime (&prime; and &Prime;). Do not use quote marks or asterisks here.</p>	✓																																												
	14.4.4b	<p>Locants</p> <p>When an attachment to an element other than carbon is made, use an italic element symbol:</p> <p><i>N</i>-ethylaniline <i>O,O,S</i>-triethyl phosphorodithioate <i>2H</i>-indene</p>	<p>VENDOR NOTE: It is appropriate to use the element <i> in this instance.</p>	x																																												
	14.4.4c	<p>Locants</p> <p>For steroids and complicated compounds such as fused rings, a number plus Greek letter or a lowercase Roman letter can be used:</p> <p>17β-estradiol 10,12,12a-naphthacene</p>	<p>VENDOR NOTE: Use isogr3 for mathematical/ technical symbols.</p>	x																																												

	14.4.4.d	<p>Locants Use an italic letter prefix abbreviation followed by a hyphen in these cases:</p> <p>ac-, ar- as- (unsym)-, s- (sym)- cis-, trans-, meso- endo-, exo- gem-, vic-, v- myo- m-, meta- o-, ortho- p-, para- n-, sec-, tert- syn-, anti-</p> <p>Notes: These terms are roman when used in a general sense, e.g. ‘a cis isomer’.</p> <p>When used in enzyme nomenclature, ‘endo’ and ‘exo’ have different meanings and are roman and closed up to the compound, e.g. ‘endopeptidase’.</p> <p>Do not capitalize a lower-case abbreviation where it begins a sentence. The following word should be capitalized.</p>	VENDOR NOTE: Note that it is appropriate to use the element <i> in this instance.	x																																								
	14.4.4.e	<p>Use optical rotation designations in these cases:</p> <p>D-, L-, or d-, l-</p> <p>Note: Optical isomers D- and L- are set in small caps.</p> <p>(E)-, (Z)- (R)-, (S)- erythro-, threo-</p> <p>Note: Prefixes with a capital letter do not count as the sentence initial cap. For example ‘D-Aspartame is associated...’ not ‘D-aspartame is associated...’.</p>	<p>VENDOR NOTE: Use <sc> to hard code the small caps. Make fixed codes visible in the mechanically edited files for validation by the copyeditor.</p> <p>It is appropriate to use the element <i> in this instance to achieve the desired rendering.</p>	x																																								
	14.4.4f	<p>Locants These positional/structural prefixes are always set roman and closed up to the group name:</p> <p>iso... neo... cyclo... bicyclo... spiro...</p> <p>e.g. cyclopropane, isobutane, neopentane, etc.</p>		x																																								
	14.4.5	<p>Number of atoms, groups, or rings The number of atoms, groups, or rings is given by a roman prefix and closed up, as in the table below.</p> <table border="1"> <thead> <tr> <th>Number</th><th>Simple Group</th><th>Complex Group</th><th>Rings</th><th>Example</th></tr> </thead> <tbody> <tr> <td>2</td><td>di</td><td>bis</td><td>bi</td><td>biphenyl</td></tr> <tr> <td>3</td><td>tri</td><td>tris</td><td>ter</td><td>tris(2-chloroethyl) amine</td></tr> <tr> <td>4</td><td>tetra</td><td>tetrakis</td><td>quater</td><td>tetrachloro-1,4-benzoquinone</td></tr> <tr> <td>5</td><td>penta</td><td>pentakis</td><td>quinque</td><td></td></tr> <tr> <td>6</td><td>hexa</td><td>hexakis</td><td>sexi</td><td></td></tr> <tr> <td>7</td><td>hepta</td><td>heptakis</td><td>septi</td><td></td></tr> <tr> <td>8</td><td>octa</td><td>octakis</td><td>octi</td><td></td></tr> </tbody> </table> <p>Cyclic compounds form bridges; locants are represented as numbers or italic letters in brackets, e.g. bicyclo[2.2.1]heptane, 8,8-dimethylbicyclo[3.2.1]octane and 1<i>H</i>-benzo[<i>a</i>]cyclopent[<i>j</i>]anthracene.</p>	Number	Simple Group	Complex Group	Rings	Example	2	di	bis	bi	biphenyl	3	tri	tris	ter	tris(2-chloroethyl) amine	4	tetra	tetrakis	quater	tetrachloro-1,4-benzoquinone	5	penta	pentakis	quinque		6	hexa	hexakis	sexi		7	hepta	heptakis	septi		8	octa	octakis	octi			x
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7	hepta	heptakis	septi																																									
8	octa	octakis	octi																																									

	14.4.6a	<p>Polymers</p> <p>The prefix poly, followed by the monomer, is closed up to make one word.</p> <p>polystyrene polyethylene</p> <p>Use parentheses for complex names:</p> <p>poly(1,2-ethanediol) poly(vinyl chloride)</p> <p>Polymers can be designated as copolymers (two together) and are noted as follows:</p> <p>poly[(methyl methacrylate)-<i>co</i>-styrene]</p> <p>The prefix <i>co</i>- can be replaced by <i>alt</i>-, <i>g</i>-, or <i>b</i>-, e.g.:</p> <p>poly[(methyl methacrylate)-<i>b</i>-(styrene-<i>co</i>-buadiene)]</p>	VENDOR NOTE: It is appropriate to use the element <i> in this instance to achieve the desired rendering.	x																						
	14.4.6b	<p>Abbreviations, acronyms, and symbols</p> <p>These should be spelled out at the first mention in each chapter and should then be abbreviated using ACS conventions. For example:</p> <p>dimethylformamide DMF ethylene dimethacrylate EDMA</p> <p>See the ACS Style Guide for a complete list: http://pubs.acs.org/isbn/9780841239999</p>	<p>Use <term type="abbrev"> and <termDef>.</p> <p>Use &ndash; not &hyphen;.</p> <p>Use the character entity &gamma; for γ.</p> <p>Use small caps <sc> around L. Use isogr3 for mathematical/technical symbols. Do not use <i> around &gamma;, &alpha;, etc. The characters are already italicized when they are rendered.</p>	✓																						
	14.4.7a	<p>Concentrations</p> <p>The amount of a compound is indicated as follows. Use a roman letter with a thin space before and after:</p> <p>1.5 M HCl (molar) 0.5 N HCl (normal) 0.5 F HCl (formal)</p> <p>Use an italic ‘m’ with a thin space before and after for molal:</p> <p>0.3 <i>m</i> HCl (molal)</p> <p>Do not use hyphenation with compounds: ‘a 1.5 M HCl solution’ NOT ‘a 1.5-M HCl solution’.</p>		x																						
new	14.4.7a	<p>Concentrations, German language</p> <p>In Zusammensetzung von Zahlen + Einheiten und Wörtern Bindestrich vor Wort (nicht zwischen Zahl und Einheit) setzen. 60 cm-Bildröhre 400 kD-Protein</p>		x																						
	14.4.7b	<p>Compound percentages</p> <p>The percentage of a compound should also indicate the measurement used, e.g. 10% w/v HCl.</p>	VENDOR NOTE: % is an accepted character in PHiML, i.e. it does not need to be changed to a character entity.	x																						
	14.4.8	<p>Maths and reaction marking</p> <p>Use roman for subscripts that are words: H_{acid}. Use a thin space after a number designating number of molecules, e.g. 3 KCl.</p>		x																						
	14.4.9a	<p>Aggregation symbols</p> <p>Use aggregation symbols on line in equations that designate state (gas, liquid, solid, etc.) e.g.:</p> <p>Steam: H₂O (g) Water: H₂O (l) Ice: H₂O (s)</p> <table><tr><td><i>State</i></td><td><i>Symbol</i></td></tr><tr><td>amorphous solid</td><td>(am)</td></tr><tr><td>aqueous solution</td><td>(aq)</td></tr><tr><td>crystalline solid</td><td>(cr)</td></tr><tr><td>fluid</td><td>(fl)</td></tr><tr><td>gas</td><td>(g)</td></tr><tr><td>liquid</td><td>(l)</td></tr><tr><td>liquid crystal</td><td>(lc)</td></tr><tr><td>solid</td><td>(s)</td></tr><tr><td>solution</td><td>(sln)</td></tr><tr><td>vitreous substance</td><td>(vit)</td></tr></table>	<i>State</i>	<i>Symbol</i>	amorphous solid	(am)	aqueous solution	(aq)	crystalline solid	(cr)	fluid	(fl)	gas	(g)	liquid	(l)	liquid crystal	(lc)	solid	(s)	solution	(sln)	vitreous substance	(vit)		x
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	14.4.9b	Thermodynamic changes Thermodynamic changes are indicated by a capital delta before the corresponding thermodynamic symbol. <table><tr><th><i>Thermodynamic change</i></th><th><i>Thermodynamic symbol</i></th></tr><tr><td>vaporization (evaporation)</td><td>vap</td></tr><tr><td>sublimation (evaporation)</td><td>sub</td></tr><tr><td>melting (fusion)</td><td>fus</td></tr><tr><td>transition (solid–solid)</td><td>trs</td></tr><tr><td>mixing of fluids</td><td>mix</td></tr><tr><td>solution (dissolution)</td><td>sol</td></tr><tr><td>reaction (except combustion)</td><td>r</td></tr><tr><td>combustion</td><td>c</td></tr><tr><td>formation</td><td>f</td></tr></table>	<i>Thermodynamic change</i>	<i>Thermodynamic symbol</i>	vaporization (evaporation)	vap	sublimation (evaporation)	sub	melting (fusion)	fus	transition (solid–solid)	trs	mixing of fluids	mix	solution (dissolution)	sol	reaction (except combustion)	r	combustion	c	formation	f		x
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formation	f																							
	14.4.11	Elements Elements are set in roman, e.g. K, H ₂ SO ₄ .		✓																				
	14.4.12	Mixing symbols and words Do not mix symbols and words, e.g. ‘potassium chloride’ not ‘K chloride’.		✓																				
	14.4.13	Names in symbols Names can be given in symbols or spelled out. Ensure they are spelled out after the first occurrence (in each chapter) of any symbol. For example: KCl ₂ (potassium chloride)		x																				
	14.4.14	Methyl Use CH ₃ in place of Me for methyl; use CH ₃ Cl in place of MeCl for methyl chloride.		x																				
	14.4.15	Orbitals s, p, d, and f should be roman.		✓																				
	14.4.16	Formulas/structures These are numbered with bold Arabic numerals 1 , 2 , 3 , etc.		✓																				
	14.4.17	Schemes Use double numeration as default within the mechanically edited files. Use either single or double (‘decimal’) numeration in the print files. Your ME will confirm this via the project brief. Cross-references within the text to schemes must be upper and lower case, never abbreviated. The label below the figure/scheme is Scheme 1 (or Scheme 1.1); bold, period (full stop) between the numbers. Schemes can have caption text, so should be ranged left, e.g: Scheme 1 Schematic representation of... Single numeration = numbered through the chapter with Arabic numerals: Scheme number (Scheme 1, Scheme 2, etc.). Double numeration = numbered through the chapter with Arabic numerals: Chapter number + Scheme number (Scheme 1.1, Scheme 1.2, etc.).	VENDOR NOTE: Use <figure><title type= "figureName">Scheme</title> and <objectName elementName="figure">Scheme </objectName>.	✓																				
	14.4.18	Negative superscripts Use negative superscripts in preference to soliduses, i.e. follow SI specifications. http://physics.nist.gov/cuu/Units/ ms ⁻¹ not m/s	ms ⁻¹ <i>not</i> m/s	✓																				
Life sciences and biochemistry	14.5.0	Taxonomic conventions Standard taxonomic conventions should be adopted.		x																				
	14.5.1	Taxonomic conventions Lower-case initials are used for ‘kingdom’ and ‘class’. The names themselves take initial caps and are set in roman, e.g. kingdom Fungi, class Insecta.	a	x																				
	14.5.2	Taxonomic conventions Note that both Anglicized and Latin forms are plural, thus ‘the Arthropoda are...’, not ‘the Arthropoda is...’.	a	x																				
	14.5.5	Taxonomic conventions Use italic <i>N</i> - and <i>S</i> - to denote sites of structural bonding in organic polymers.	VENDOR NOTE: It is appropriate to use the element <i> in this instance.	x																				

	14.5.6	DNase Use DNase, not DNase.		✓
	14.5.7	Kilobase pairs Use kb, not kbp for kilobase pairs. Note: kb and bp (base pairs) are not followed by periods (full stops).	a	✓
	14.5.8	Phosphate groupings Phosphate groupings attached to biochemical molecules must be located in the name, thus: glucose 1-phosphate, glucose 6-phosphate, ribulose 1,5-bisphosphate.	a	✗
new	14.5.9	Scientific names Genus and species names are presented in italics (e.g. <i>Caenorhabditis elegans</i>) and they have singular endings. Higher taxa (i.e. family, order, class, phylum and kingdom) are set in roman type with an initial capital (e.g. Coleoptera, Insecta and Rosaceae). These taxa have plural endings.	VENDOR NOTE when asked to tag species names, tag as <infoAsset type="genusSpecies">. Include all taxonomic information provided (e.g., a subspecies, morph, variety, strain, etc.) within <infoAsset>. For example, for 'Pisum sativum subsp. Sativum': <infoAsset type="genusSpecies"><i>Pisum sativum</i> subsp. <i>sativum</i></infoAsset>. Do NOT wrap <infoAsset> in <i>.	✗
new	14.5.10	Scientific names Modifiers to species names are presented in roman after the species name and are always abbreviated. Some examples of common modifiers: ssp. subspecies sp. n. species nova cv. cultivar var. variety × cross (hybrid)		✗
new	14.5.11	Scientific names Spell out genus and species names in full at the first citation in the text (e.g. <i>Bufo marinus</i>); abbreviate genus names hereafter (e.g. <i>B. marinus</i> – note the period (full stop) and thin space after the abbreviated genus name). However, use the full name at the start of paragraphs, in tables, and whenever there could be ambiguity if the abbreviated name is used. If two genera with the same initial letter are referred to, it may be beneficial to use partial genus abbreviations (e.g. <i>Picea abies</i> → <i>Pi. abies</i> and <i>Pinus sylvestris</i> → <i>P. sylvestris</i> ; <i>Staph. aureus</i> and <i>Strep. faecalis</i>). Alternatively, use the full name to make it clear which genus each species belongs to. If a new species of the same genus as another, already cited species is introduced, the full name of the new species (i.e. repeat the genus name) should be given at its first citation (e.g. if <i>Xenopus laevis</i> has already been named, you still need to spell out <i>Xenopus</i> at the first mention of <i>Xenopus tropicalis</i>).		✗
new	14.5.12	Scientific names Adjectives and nouns derived from genus names become roman with a lower case initial (e.g. <i>Felis</i> →feline, <i>Libellula</i> →libellulids, <i>Streptococcus</i> →streptococcal infection). Those derived from higher taxonomic groups also begin with a lower-case letter and are presented in roman (e.g. Ostracoda→ostracods, Cactaceae→cacti).		✗
new	14.5.13	Scientific names A scientific name given at its first mention after a vernacular name should be separated from it by a comma if the two names are exact synonyms (e.g. ...the two-spotted cricket, <i>Gryllus bimaculatus</i> ,...) but not if the vernacular name may apply to more than one species (e.g. the starfish <i>Asterina pectinifera</i> , the medaka <i>Oryzias latipes</i>).		✗
new	14.5.14	Scientific names The genus name is sometimes referred to alone, even in titles (e.g. <i>Xenopus</i> , <i>Asterina</i>), but the species name cannot be (<i>laevis</i> , <i>pectinifera</i>). Species within a genus can be referred to in general terms by the abbreviations sp. (singular) or spp. (plural) after the genus name (e.g. <i>Xenopus</i> sp.).		✗

new	14.5.15	Authorities The authority should be given at first mention of the species, set in roman after the scientific name (e.g. <i>Anthomyza elbergi</i> Andersson). Alternatively, a reference may be cited. L. (Linnaeus) is the most well-known authority, e.g. <i>Parage aegeria</i> L. Where the genus and species is indeterminate use this abbreviation: gen.&sp.indet.		x
new	14.5.16	Authorities If a date of classification is given with the authority, it should be separated from the authority by a comma (e.g. <i>Anthomyza bellatrix</i> Roháček, 1984).		x
new	14.5.17	Authorities When a species or subspecies is transferred to a genus other than that in which it was first classified, the original authority is placed in parentheses. In botany and microbiology, the authority of the new combination follows and is not placed in parentheses [e.g. <i>Calluna vulgaris</i> (L.) Hull, <i>Shigella dysenteriae</i> (Shiga) Castellani & Chalmers]. In zoology, the authority of the new combination is not given [e.g. <i>Lepomis gulosus</i> (Cuvier)].		x
new	14.5.18	Bacteria names Names of all bacterial taxa are italicized [e.g. <i>Pseudomonadales</i> order), <i>Pseudomonadaceae</i> (family), <i>Pseudomonas</i> (genus), etc.].		x
new	14.5.19	Bacteria names Some organisms that cannot be differentiated taxonomically at the level of subspecies are given the infrasubspecific designations pathovars (pv.), biovars (b.), serovars (sv.), phagovars, chemovars, and morphovars.		x
new	14.5.20	Bacteria names Vernacular names of bacteria are always set in roman lower case (e.g. mycobacteria, salmonella, klebsiellae).		x
new	14.5.21	Virus names Virus names end in <i>virales</i> (order), <i>viridae</i> (family) <i>virinae</i> (subfamily) and <i>virus</i> (genus). They do not follow normal binomial naming.		x
new	14.5.22	Virus names Approved (by the International Committee on Taxonomy of Viruses) international names for orders, families, subfamilies and genera are set in italics with initial capitalization. The name of the taxon should precede the term in formal use (e.g. the family <i>Paramyxoviridae</i> , the genus <i>Orthopoxvirus</i>).		x
new	14.5.23	Virus names Names that have not yet been approved and vernacular names are set in lower-case roman (e.g. maize dwarf mosaic virus, herpes simplex virus type I, rhabdovirus, yellow fever virus). Virus names are also set in roman when used in an adjectival form. Be careful not to jump hierarchical levels in vernacular usage (because it is not always easy to identify which level is being referred to); add taxon identification wherever needed.		x
new	14.5.24	Virus names The first letter of a proper noun or proper adjective incorporated into the name of a virus is capitalized (e.g. West Nile virus). If part of the vernacular name incorporates a Latin name, the Latin name is capitalized and italicized.		x
new	14.5.25	Genetics Use italics for gene abbreviations, e.g. <i>LacA</i> , <i>amp</i> ^r		x
new	14.5.26	Genetics Use roman for protein abbreviations, phenotypes, and transposons, e.g. LacA Lac ⁺ Tn5		x

new	14.5.27	Plant sciences: Light In general, use units based on energy for heat or energy balance; use units based on photons for photochemical processes such as photosynthesis or photomorphogenesis. The waveband over which measurements are made should be specified [e.g. energy fluence rate (irradiance) of 650Wm^{-2} over the waveband 300–1000 nm; photosynthetic photon fluence rate (PPFR) of $720\text{ }\mu\text{molm}^{-2}\text{ s}^{-1}$ over the waveband 400–700 nm].		x
new	14.5.28	Plant sciences: Soil classifications The names of units of the USDA Soil Taxonomy should begin with upper case initials. The hierarchy is as follows: Order (e.g. Spodosols) Suborder (e.g. Orthods) Great Groups (e.g. Fragiorthods) Subgroups (e.g. Typic Fragiorthods) Families Series		x
new	14.5.29	Medicine: Drug names Drug names should follow American spellings (e.g. ganciclovir, not gancyclovir), with very different original (i.e. UK) names in parentheses, e.g. epinephrine (adrenaline).		x
new	14.5.30	Medicine: Drug names For proprietary drug names use capitals and trademarks (superscript). beneFix® Haemate®P Kogenate® Octanol™ FEIBA™ Havrix® NovoSeven® Follow author usage and ensure consistency through content. Raise as author query if inconsistent usage.		x
new	14.5.31	Pharmacology: Devices, products, and drugs At first mention of a device, product or drug, give its generic name (in lower case; e.g. amoxycillin) followed (in parentheses) by its brand name (with initial capitals; e.g. Amoxil) and the manufacturer's name, city and state (include Inc., Corp., Ltd. and Co.). Trademark (™) symbols are not used unless referring to a registered trademark (®), and then only at first mention. For example: A siliastic catheter (Catheter X, Manufacturer, City, State, Country) was used. Patients were given furosemide (Lasix, Hoechst-Roussel Pharmaceuticals, Inc., Somerville, NJ, USA). In all subsequent references, only the generic name of the device, product or drug should be used, unless a clear distinction is being made between two or more such products with different brand names.		x
new	14.5.32	Pharmacology: Dosage/dose • A dosage is a regimen, usually expressed as a quantity per unit of time. Always abbreviate b.i.d., t.i.d., q.i.d. (two, three and four times daily, respectively) and h.s. (<i>hora somni</i> , at bedtime). • A dose is a quantity to be administered.		x
new	14.5.33	Pharmacology: Abbreviations Abbreviations for drugs and other humoral mediators use a roman or Greek character with an additional alphanumeric or numeric designator (usually subscript) [e.g. α_{1A}, α_{1B} (alphaadrenoceptors); D_1, D_2 (dopamine receptors)].		x
Computing, telecommunications (and networking)	14.6.0	Computer code exempted from mechanical editing Do not run the mechanical editing tool on either inline or displayed computer code! It will remove the specific spacing and punctuation of the code, which must be maintained.	a	x
	14.6.1	IEEECS style guide For correct style of computer terminology and acronyms follow the IEEECS Style Guide https://www.computer.org/web/publications/styleguide	a	x

	14.6.2	Computing: terminology Data <i>not</i> datum should be used as the singular noun.		✗
	14.6.4	Computer code font choice Use a monospace font for the computer code in the mechanically edited manuscript files and in the composed pages according to the page design. The chosen font must comply with the PHi Global Font Policy.	VENDOR NOTE: Use <computerCode>. For boxed program code, use <computerCode> within <feature>.	✓
	14.6.5	Computer code font consistency The code font should be maintained for both the displayed code but also inline references to the code	VENDOR NOTE: Use for inline computer code.	✓
	14.6.6	Computer code font consistency It is imperative that the line breaks within the computer source code are <i>consistent</i> with the author's original manuscript. (Line breaks are integral to the meaning of the code.)	a	✗
	14.6.13	Spaces between numerical value and units Do not include a thin space with a numerical value and the following abbreviated units in computing texts: Hz (Hertz) KHz (kilohertz) MHz (megahertz) GHz (gigahertz) kB (kilobyte) MB (megabyte) GB (gigabyte) TB (terabyte) Note the correct use of these abbreviated units.		✓
	14.6.14	Compound adjectives Follow author usage for hyphenation of compound adjectives used attributively, for example: object-oriented analysis and design	a	✗
	14.6.18	Networking For electrical charges use italic lower case with a superscript roman charge to the right, e.g. <i>p</i> ⁺ .	a	✗
	14.6.22	Style of Carbide.c++ Use Carbide.c++ (note initial cap, period [full stop] and lower case c++)	Carbide.c++ <i>not</i> Carbide	✗
	14.6.24	File extensions For file extension style and meaning see IEEECS style guide, p. 12. http://www.computer.org/portal/documents/942852/1412408/IEEECSStyleGuide2013.pdf	config.sys <i>not</i> Config.sys or CONFIG.SYS	✗
	14.6.27	Capitalization of software products Software products such as Access, Excel, Outlook, Word, Prolog take an initial capital letter.	a	✗
Didactic Elements	14.7.1	Structure In textbooks and branded series, a <i>consistent</i> structure is essential – each chapter must carry the same component sections, in the same order. For example: Learning objectives Introduction A head sections Self-assessment questions Summary Key terms and concepts References and further reading Key examination points Questions Such structuring of the material reinforces the learning routine for the reader, as well as giving each chapter a familiar feel.		✗
	14.7.2	Learning objectives These usually appear at the beginning of a chapter or section. They must always be edited into the same grammatical style, taking the form of an opening sentence followed by a bulleted list. For example: By the end of this chapter you should be able to: <ul style="list-style-type: none"> Define managerial accounting. Analyze the role of managerial accounting in achieving organizational control and effectiveness. Ideally one for each main heading, maximum of eight per	VENDOR NOTE: Use <featureFixed><title type="featureFixedName"> and <objectName elementName="featureFixed">Learning Objectives<objectName> (for example).	✗

		chapter. If the objectives are too numerous, or not specific enough, students will overlook them.		
	14.7.3	Case studies Case studies are always independent of the main text, typographically distinct from the rest of the text, e.g. in a box or tinted area. <ul style="list-style-type: none"> They are often numbered, either single or double numeration, your PHi Production contact will confirm. They should always have a title. Where case studies include artwork the numbering of the figures should be separate from the numbering of figures in the main text. Case study figures are unlikely to appear with numbers or captions in the book.	VENDOR NOTE: Use <feature> and <objectName elementName="featureFixed">Case Study<objectName> (for example). Your PHi Production contact will confirm the type values to be used within the product. If a case study is numbered do not include the number in the title, instead use the attribute numbered="yes".	x
	14.7.4	Boxes Like case studies, boxes are separate from the main narrative flow. They are special sections or features distinct from the main text, but related to the section, such as associated notes or activities. Regular feature boxes can include various content such as mini-cases, real world stories, research findings or worked examples. Each type of feature box should have a title (e.g. 'Real World Example', 'In the Media', 'Key Formulae'). Too many different types can be confusing and should be avoided (e.g. no more than four).	VENDOR NOTE: Use <feature> and <objectName elementName="feature">..<objectName> (rather than <block> or <block type="box">).	x
	14.7.4 a	Icons are often associated with the various pedagogical features to help the reader navigate the text and make it more visually interesting.	VENDOR NOTE: Do <i>not</i> include any icons associated with feature boxes in the XML as inlineGraphics. Instead, assign the icon using @iconRef on <objectName>. The rendering application will place the icons with the associated <feature> or <featureFixed> according to the "featureFixedName"/"featureName".	x
	14.7.5	Marginal notes Marginal notes often occur in textbooks for asides in the text, brief explanations or annotations, tips and hints, etc. Figures may be associated with marginal notes and are usually unnumbered and without a caption. Do not confuse with numbered text figures that are placed, for sizing reasons, in the margin, but are integrated in the main figure numbering and have numbers and captions.	VENDOR NOTE: Use <note type="marginText"> with an additional type attribute if required (PHi to confirm). Only use this element for genuine marginal text and not for material printed in the margins due to space restrictions	x
	14.7.6	Exercises (or 'Questions') Exercises may be continuous with the text (e.g. 'self-test point' or 'checkpoint' features), collected at the end of the chapter under an un-numbered A head, or collected at the end of the book in an appendix. These can take the form of review questions; problems or assignments; discussion or essay questions; multiple choice; true/false; fill-in-the-blanks and open-ended questions.		x
	14.7.7	Key terms Key terms are often displayed (in print and online) in bold and listed with explanations in the glossary. If there are any terms in the glossary that do not appear anywhere within the chapters, raise as an author query.	VENDOR NOTE: Do not use the rendering elements or <i> for key terms, use <term> (type="key") and <termDefinition> to code key terms and their definitions.	x
	14.7.8	Answers Answers to exercises or questions, if given, should be collected at the back of the book in an appendix. Alternatively they may be available for the student to access via a book companion site.		x
Civil Engineering (E&S) new	14.8.1	For excerpts and reprints of official standards , like EN and DIN, do not apply any changes to style. Standard texts have a normative status and may not be altered. Sections/chapters to be excluded mechanical editing and CE will be specified by editorial in the manuscript handed over to production and in the Project Brief.		x
Accounting and finance new	14.9.1	Style: Commas in numerical values Include commas from numerical values. For example: 1,000 <i>not</i> 1000 20,000 <i>not</i> 20 000	1,000 not 1 000 20,000 not 20 000	✓

new	14.9.2	Style: Thin spaces in numerical values Replace thin space from four digit numerals with a comma. For example: 1,000 <i>not</i> 1 000		✓
new	14.9.3	Style: Thin spaces in numerical values For numbers (including years) with five or more digits (either side of the decimal point) insert a comma between every third digit. 10,000 0.000,007 20,000,000		✓

15. [References](#)

Group	No.	Guideline	Vendor Notes	Mechanical editing
	15.1.1	Reference integrity All references listed should be cited and all cited references must be included in the reference list*. This includes references cited in tables, figure captions and footnotes. Raise any non-cited, missing, or incomplete references as author queries. * Except for personal communications and observations (15.2.15), unpublished results (15.2.15 suppl.) and manuscripts in preparation (15.2.8 suppl.).		✓
	15.1.2	Vancouver references Vancouver references first cited in a table or in a figure caption are numbered according to the location of the text citation of the table or figure.		✓
	15.1.3a	References to journal content: Minimum information required There are certain key pieces of information that must be included in a reference to journal content. If these minimum requirements are present then requesting further information from the author is unnecessary. A journal reference should contain the following minimum information: first-named author (both last name and initials), year of publication, journal title, volume number and first page in any page range. Note that if a journal references includes a DOI (digital object identifier), minimum information does not need to include volume number and first page. Inclusion of the article titles is preferred but not essential. Where article titles are included for some but not all references, retain those that are included. Inclusion of the final page number is preferred but not essential. Where page numbers are included for some but not all references, retain those that are included. Inclusion of the issue number is preferred but not essential. Where issue numbers are included for some but not all references, retain those that are included. Where a supplementary issue is quoted, ensure that it includes the issue number/name/letter.	VENDOR NOTE: Do not code abbreviations (<term type="abbreviation">), or terms (<term>) within references. Do not use fixed codes (<fc>, <fi> and <fr>) in reference markup. (<sc> should appear in references as required.) Use <familyNamePrefix> to capture names with more than one particle. Typical prefixes are ‘van’, ‘de la’, ‘von’ and ‘le’.	✓
	15.1.3b	Journals that do not require volume numbers Note that the following journals do not require volume numbers: <i>Chemistry Letters</i> <i>Journal of the Chemical Society, Chemical Communications</i> (Prior to 1996) <i>Chemical Communications</i> <i>Izvestiya Akademii Nauk SSSR—Seriya Khimicheskaya</i> (Abbreviated to: <i>Izv. Akad. Nauk. Ser. Khim.</i>) <i>Synlett</i> <i>Journal of the Chemical Society, Dalton Transactions</i> (Also <i>Dalton Transactions</i>) <i>Journal of the Chemical Society, Perkin Transactions 1</i> (Note that ‘1’ is part of the journal title and not a volume number) <i>Journal of the Chemical Society, Perkin Transactions 2</i> (Note that ‘2’ is part of the journal title and not a volume number) This is not a definitive list and there are other journals which follow this practice.		✓

	15.1.3c	<p>References to book content: Minimum information required</p> <p>There are certain key pieces of information that must be included in a reference list. If these minimum requirements are present then requesting further information from the author is unnecessary.</p> <p>A book reference should contain the following minimum information: first-named author/editor (last name and initials), year of publication, book title and publisher.</p> <p>If place of publication has been supplied (either consistently or partially) it should be included. There is no requirement to query the author for missing information about the place of publication. Where place of publication is included for some but not all references, retain those that are included.</p> <p>A place of publication does not require any additional location information (e.g. state or country). Where additional location information is included for some but not all references, retain those that are included.</p> <p>A mixture of first names in full and initial form can be retained within a chapter. However, where it is clear that the same author is being referred by both initials and full first names please make consistent using full first names.</p>		✓
new	15.1.14	<p>References to chapter content: Minimum information required</p> <p>There are certain key pieces of information that must be included in a reference list. If these minimum requirements are present then requesting further information from the author is unnecessary.</p> <p>Citations of book chapters should contain the following minimum information: first-named author (last name and initials), year of publication, chapter title, chapter first page, book title, editor (last name and initials), publisher.</p> <p>If place of publication has been supplied (either consistently or partially) it should be included. There is no requirement to query the author for missing information. Where place of publication is included for some but not all references, retain those that are included.</p> <p>A place of publication does not require any additional location information (e.g. state or country). Where additional location information is included for some but not all references, retain those that are included.</p> <p>If the last page number has been supplied (either consistently or partially) it should be included. There is no requirement to query the author for missing information. Where page numbers are included for some but not all references, retain those that are included.</p>		✓
	15.1.4	<p>References: Position</p> <p>All cited references should be listed together in a section headed ‘References’ at the end of the chapter (unless otherwise specified by your PHi contact via the project brief).</p>	VENDOR NOTE: Where bibliographic references are supplied as a separate (chapter-level) section in the back of the book, supply the references as a separate component in the PHiML. Each reference should also be inserted as a <bibliography> in the component in which it is cited	✓
	15.1.5	<p>Bibliography</p> <p>Where there is an end-of-book References section rename as ‘Bibliography’ where it contains both cited and non-cited references.</p>	VENDOR NOTE: <bibliography> <title>Bibliography</title>	✓
	15.1.6	<p>Further reading</p> <p>Only non-cited references can be grouped under the heading ‘Further Reading’</p> <p>For handling non-cited references not grouped under ‘Further Reading’, refer to rule 15.1.1.</p>	VENDOR NOTE: <bibliography cited="no"> <title>Further Reading</title>	
	15.1.7	<p>References: Position before further reading list</p> <p>Where both a reference list and a further reading list are present the reference list comes before the ‘Further Reading’ list.</p>	VENDOR NOTE: <bibliography> <bibSection cited="yes"> <title>References</title> <bib>...</bib> </bibSection> <bibSection cited="no"> <title>Further Reading</title> <bib>...</bib> </bibSection>	✓

	15.1.8	End-of-book references: Heading style Where references and/or further reading lists are collected at the end of the book the heading should be unnumbered and match the chapter title style.		✓
	15.1.9	End-of-chapter references: Heading style Where the reference list/further reading list is located at the end of chapter, the heading should be an unnumbered A head.		✓
	15.1.10	Bibliography: Style The style of the cited material in bibliography sections should follow the PHi reference list style (see Section 15.2).		✓
	15.1.11	Annotated references or further reading It is acceptable to have additional notes or comments alongside the cited material, but if present they should appear on a new line beneath each item.		✗
	15.1.12	Correct form for PHi and Blackwell references Where PHi references are listed, the correct publisher designation depends on the imprint, e.g. PHi Blackwell, or PHi-VCH. Do not use John PHi & Sons Ltd, John PHi & Sons, Inc., Blackwell Publishing There is no requirement to include the place of publication or to make this consistent for PHi or PHi Blackwell publications. For example, both Chichester, UK: PHi and Hoboken, NJ: PHi could appear in the same references list, or, similarly, Malden, MA: PHi Blackwell and Oxford: PHi Blackwell. New York (rather than Hoboken, NJ) can be retained in publication dates for PHi titles before 2002. Blackwell can be retained as the publisher name for PHi Blackwell titles before 2007. PHi Blackwell (i.e. no hyphen) but PHi-VCH (i.e. with hyphen) are the correct forms of the imprint names.		✓
new	15.1.12a	Correct form for Ernst & Sohn Where Ernst & Sohn references are listed, the correct publisher designation is Verlag Ernst & Sohn		✓
	15.1.13	Abbreviation of journal and journal article titles Journal titles may be abbreviated if that is the author preference but no mixture of abbreviated and unabbreviated titles is permissible within a chapter. Where the title of an article is provided this should be given in full rather than abbreviated.		✗
new	15.1.15	Page numbers in inline citations These are not essential		✓
PHi reference list style	15.2		Do not add formatting elements (italics and bold for article or journal titles, volume numbers, etc.). Formatting will be generated by the semantic elements (e.g., <journalTitle> may be rendered in italics).	✗
	15.2.1	Casing conventions Book titles = title case Chapter titles = sentence case Journal titles = title case Article titles = sentence case Conference proceedings = title case Conference presentations = sentence case This is not applicable for German-language citations as casing is an integral part of the language.		✓
new	15.2.22	Place of publication not mandatory This is no longer a mandatory component within references to book content. However, where included by authors, place of publication can be retained. Where place of publication is included, there is no requirement to ensure consistency of location information for different publishers and/or the additional location information provided such as country or state.		✗
new	15.2.23	Style: Initials These should be closed up within author names K.M.H. Lawrence <u>not</u> K. M. H. Lawrence		✓
	15.2.2	A book by a single author Pollan, M.P. (2006). <i>The Omnivore's Dilemma: A Natural</i>	VENDOR NOTE: Use <citation type="book"> for book citations.	✓

		<p><i>History of Four Meals</i>. New York: Penguin.</p> <p>Where using Harvard cite in text as (Pollan 2006, pp. 99–100)</p>		
new	15.2.24	<p>A book by two authors Ward, G.C. and Burns, K. (2007). <i>The War: An Intimate History, 1941–1945</i>. New York: Knopf.</p> <p>Where using Harvard cite in text as (Ward and Burns 2007, p. 52)</p>		✓
new	15.2.25	<p>A book by three authors Heatherton, J., Fitzgilroy, J., and Hsu J. (2008). <i>Meteors and Mudslides</i>. Hoboken, NJ: PHi.</p> <p>Where using Harvard cite in text as (Heatherton, Fitzgilroy, and Hsu 2008, pp. 188–189) or (Heatherton et al. 2008, pp. 188–189)</p> <p>Where two or three authors are present, allow author style for whether all authors are mentioned or just the first named. The order of the authors should follow exactly that of the publication.</p>		✓
new	15.2.26	<p>A book by four or more authors Heatherton, J., Fitzgilroy, J., Hsu J. et al. (2008). <i>Meteors and Mudslides</i>. Hoboken, NJ: PHi.</p> <p>Where using Harvard cite in text as (Heatherton et al. 2008, pp. 188–189)</p>		✓
	15.2.3	<p>Edited books Dhir, R.K. (ed.) (1990). <i>Protection of Concrete</i>. Chichester: PHi.</p> <p>Where using Harvard cite in text as (Dhir 1990, pp. 16–19)</p> <p>Dhir, R.K. and Green, J.W. (eds.) (1990). <i>Protection of Concrete</i>. Chichester: PHi.</p> <p>Where using Harvard cite in text as (Dhir and Green 1990, pp. 16–19)</p> <p>Dhir, R.K., Green, J.W., and Smith, P. (eds.) (1990). <i>Protection of Concrete</i>. Chichester: PHi.</p> <p>Where using Harvard cite in text as (Dhir, Green, and Smith 1990, pp. 16–19)</p> <p>Dhir, R.K., Green, J.W., Smith, P., and Lawrence, K.M. (eds.) (1990). <i>Protection of Concrete</i>. Chichester: PHi.</p> <p>Where using Harvard cite in text as (Dhir et al. 1990, pp. 16–19)</p>	<p>Dhir, R.K. and Green, J.W. (eds.) (1990) Protection of Concrete, John PHi & Sons, Ltd, Chichester.</p> <p>(In books that follow US spelling and punctuation, use the Oxford (or serial) comma with author/editor names.)</p> <p>VENDOR NOTE: Use <citation type="book"> for book citations.</p>	✓
new	15.2.27	<p>Translated books García Márquez, G. (1988). <i>Love in the Time of Cholera</i> (trans. E. Grossman). London: Cape.</p> <p>Where using Harvard cite in text as (García Márquez 1988, pp. 242–255)</p>		✓
	15.2.4	<p>A chapter in an edited book Gould, G. (1984). Streisand as heroine. In: <i>The Glenn Gould Reader</i> (ed. T. Page), 308–311. New York: Vintage.</p> <p>Where using Harvard cite in text as (Gould 1984, p. 310)</p> <p>Stewart, S. and Kam, K.C. (1990). Radiotherapy techniques, planning and equipment. In: <i>Treatment of Cancer</i>, 2e (ed. K. Sikora and K.E. Halnan), 827–851. Chichester: PHi.</p> <p>Where using Harvard cite in text as (Stewart and Kam 1990, pp. 833–835)</p> <p>Do not elide page numbers in references; for example, change 827–51 to 827–851. Refer to rule 2.26.</p>	<p>VENDOR NOTE: Use <citation type="book"> for book citations.</p> <p>.</p>	✓

	15.2.5	<p>An article in a journal Onodera, A., Inoue, K., Yoshihara, H. et al. (1990). Synthesis of cubic boron nitride from rhombohedral under high static pressure. <i>Journal of Materials Science</i> 25 (10): 429–484.</p> <p>Where using Harvard cite in text as (Onedera et al. 1990, p. 435)</p> <p>Do not elide page numbers in references; for example, change 827–51 to 827–851. Refer to rule 2.26.</p>	<p>VENDOR NOTE: Use <citation type="journal"> for book citations.</p> <p>.</p>	✓
	15.2.5 suppl. (a)	<p>Cochrane articles Kelly, S.A.M. and Summerbell, C.D. (2007). Wholegrain cereals for coronary heart disease. <i>Cochrane Database of Systematic Reviews</i> 2 (Art. No.: CD005051). https://doi.org/10.1002/14651858.CD005051.pub2.</p> <p>The correct full form is Cochrane Database of Systematic Reviews. The correct abbreviated form is Cochrane Database Syst. Rev.</p> <p>Issue number, article number and DOI are essential parts of a Cochrane reference and if not present should be requested from the author. Other elements are preferred but not essential.</p>	<p>Cochrane Database of Systematic Reviews not The Cochrane Library (or Cochrane Library), The Cochrane Review (or Cochrane Review). VENDOR NOTE: Tag the article number using <accessionId ref="info:x-PHi/cochrane/...">...</accessionId> Example: . Art. No.: <accessionId ref="info:x-PHi/cochrane/CD005051">CD005051</accessionId>. .</p>	✓
	15.2.5 suppl. (a)	<p>Current Protocols Medberry, S., Gallagher, S., and Moomaw, B. (2004). Overview of digital electrophoresis analysis. <i>Current Protocols in Molecular Biology</i> 66: 10.5.1–10.5.11.</p> <p>For titles where journal titles are abbreviated, the complete list of abbreviations for Current Protocols can be found at http://www.currentprotocols.com/PHiCDA/Section/id-810172.html</p>	<p>Current Protocols should be tagged <citation type="journal"></p>	✓
	15.2.5 suppl. (b)	<p>Angewandte Chemie <u>Full form</u> Up to and including 1998: <i>Angewandte Chemie</i> (International Edition in English) From 1999: <i>Angewandte Chemie</i> International Edition</p> <p><u>Abbreviated form</u> Up to and including 1998: <i>Angew. Chem. Int. Ed. Engl.</i> From 1999: <i>Angew. Chem. Int. Ed.</i></p>		✓
	15.2.5 suppl. (c)	<p>Digital object identifiers (DOIs) The correct abbreviation is doi: (i.e. lower case followed by colon).</p> <p>Note that the DOI appears after the terminating punctuation. See example in 15.2.5 suppl. (a)).</p> <p>Note that if a journal reference includes a DOI (Digital Object Identifier), there is no requirement to include volume number and first page</p> <p>Novak, W.J. (2008). The myth of the ‘weak’ American state. <i>American Historical Review</i> 113: 752–772. https://doi.org/10.1086/ahr.113.3.752.</p>	<p>VENDOR NOTE: The doi is now given as a full URL, thus tag as <url href="https://doi.org/...">https://doi.org/....</url></p> <p>Not correct for this linking style: <accessionId ref="info:doi/...">....</accessionId></p>	✓
	15.2.6	<p>Conference proceedings <u>Published</u> Reinhardt, H.W. and Naaman, A.E. ed. (1992). High performance fiber reinforced cement composites. <i>Proceedings of the International RILEM/ACI Workshop</i>, Mainz, Germany (23–26 June 1991). Chichester, UK: PHi.</p> <p><u>Unpublished</u> Johnson, W.T., Phelps, R.W., and Beatson, P.J. (1997). Wastewater reuse using membranes. IDA World Congress on Desalination and Water Science, Madrid.</p> <p><u>Poster papers</u> Melchior, L.A. et al. (1998). Service histories of HIV-positive women: implications for access and utilization. Poster presented at the 106th Annual Convention of the American Psychological Association, San Francisco (14 August 1998).</p>	<p>VENDOR NOTE: Use <citation type="other"> for citations of unpublished conference proceedings and <citation type="book"> for published conference proceedings.</p> <p>.</p>	✗
	15.2.7	<p>Technical reports World Health Organization (1982). WHO Expert Committee on Specifications for Pharmaceutical Preparations. 28th report. <i>WHO Tech. Rep. Ser. 681</i>.</p>	<p>VENDOR NOTE: Use <citation type="other"> for citations of technical reports.</p>	✗

	15.2.8	<p>Work accepted for publication but not yet published Raise as an author query if a work not yet published is described as any of the following: submitted for publication, in press, forthcoming, or in preparation. Ask the author to either update the reference with the published information or to confirm that it has been accepted for publication. The only permitted description of an unpublished work is ‘accepted for publication’.</p> <p><u>Journal articles</u> Detourney, E. and Richard, T. (accepted for publication). Mechanics of rock cutting. <i>International Journal of Rock Mechanics and Mining Sciences</i>.</p> <p><u>Books</u> Amering, M. and Schmolke, M. (accepted for publication) <i>Recovery in Mental Health</i>. Oxford: PHi Blackwell.</p> <p>For material at ‘accepted for publication’ status there is no requirement to add publication year, or, for journal articles, details of volume and issue numbers.</p>	<p>If the work is still not published when copyediting is complete, make sure the reference is an “other” citation and styled appropriately.</p> <p>If the pub date is not known, ‘accepted for publication’ can be used instead (do not style this as pubYear).</p>	✘
	15.2.8 suppl	<p>Works not yet accepted for publication Works in preparation but not yet accepted for publication (i.e. not under contract) should only be cited in the text, e.g.:</p> <p>...database searches for Haemophilus influenzae (M. Thore, work in preparation).</p> <p>Where such in-text citations occur raise as a query asking the author if the work is now published or ‘accepted for publication.’ Where that has occurred, add to the references list.</p>		✘
	15.2.9	<p>Web addresses/URLs Ensure that the author or authoring organization, year and document title are given in the reference, along with the URL. If this information is not available consult the author. If this information is not available or relevant the reference should be removed and only the web address cited in the text.</p> <p>Organization for the Advancement of Structured Information Standards (1999). XML exchange table model document type definition. http://www.oasis-open.org/specs/tm9901.html (accessed 17 July 2007).</p> <p>Including the accessed date is preferred and should be raised as an author query if it is missing.</p>	<p>VENDOR NOTE: Use <citation type="other"> or, where the URL is part of a journal or book citation use type="journal" or <citation type="book"> as appropriate.</p> <p>Use <url>. Do not entify keyboard characters within the href attribute value. However, the href attribute value must conform to URL syntax and start with a protocol ('http://', 'ftp://', etc.).</p>	✘
	15.2.9b	<p>Web addresses/URLs Do not underline a whole web address/url. Use of underscores within web addresses/URLs is fine.</p>		✓
	15.2.9c	<p>Web addresses/URLs Do not use angle brackets <> around whole web addresses/URLs. Use of angle brackets within web addresses/URLs is fine.</p>		✓
	15.2.9d	<p>Web addresses/URLs Display web addresses/urls in main text font and type size.</p>		✓
	15.2.9f	<p>Web addresses/URLs Drop the ‘http://’ from web address where the URL points to a domain, e.g. www.PHi.com NOT http://www.PHi.com.</p>		✘
	15.2.9g	<p>Web addresses/URLs Use ‘http://’ etc. where the URL points to specific documents or web pages, e.g. http://www.PHi.com/contentguidelines.</p>		✘
	15.2.10	<p>Theses and dissertations Fabricius-Bjerre, A. (2007). The cerebral metabolic ratio is not affected by the cerebral O₂ availability during maximal exercise in humans. Master thesis. University of Copenhagen.</p>	VENDOR NOTE: Use <citation type="other">	✘
	15.2.10	<p>Newspaper and magazine articles Kemper, V. (2003). New priorities leave obese children behind. <i>Los Angeles Times</i> (15 September), p. 10.</p>		✘
	15.2.10	<p>Speeches, presentations, and lectures Boardman, J. (1999). Risk: a four-letter word. Speech presented at a luncheon at the 39th APPEA conference in Perth, Australia (20 June 1999).</p>		✘
	15.2.10	<p>Press releases Standard & Poor’s (2006). Standard & Poor’s 500 3rd quarter buyback at \$10 million. Press release (27 November).</p>		✘

	15.2.10	Annual reports Department of Health, UK (2004). Annual report of the National Chlamydia Screening Programme in England 2003/4.		✘
new	15.2.28	User guides and software American Mathematical Society (1990). AmS—LaTeX user's guide, v.1.1.		✘
new	15.2.29	Working papers and other unpublished work Palepu, K. (1997). Information effects of spin-offs, equity carve-outs, and targeted stock offerings. Harvard University working paper. Mahaffy, P.R. et al. (2004). Science priorities related to the organic contamination of Mars landers. Unpublished white paper posted by the Mars Exploration Program Analysis Group (MEPAG) at http://mepag.jpl.nasa.gov/reports/index.html .		✘
	15.2.11	Case law <i>Blackburn vs. Alabama</i> , 361 US 199, (1960)	VENDOR NOTE: Use <citation type="other"> for citation of case law. The first-listed party is the <plaintiff>, the second named party the <defendant>.	✘
	15.2.12	Legislation Badgers Act 1973, s 8(2) (a). Counter-Inflation Act 1973, Pt II (ss 3–11). Finance Act 1965, s 19(1), Sch 7. Order the statute in the (Harvard) reference list alphabetically according to its title. Indicate Parts and Sections in the list as given in the examples above. In the text citation, include the year of the Act in the title, e.g. Merchant Shipping Act 1988.	VENDOR NOTE: Use <citation type="other"> for citation of statutes.	✘
	15.2.13	Standards ANSI X3.135-1986 (1986). <i>Information technology – database languages – Structured Query Language (SQL)</i> . New York: American National Standards Institute. Standards can be hard to spot. As a starting guide, if any of the following is mentioned, it is likely to be a standard: ANSI (American National Standards Institute); ASTM (American Society for Testing and Materials); CEN (European Committee for Standardization); DIN (Deutsches Institut für Normung); ISO (International Standards Organization); W3C (World-Wide Web Consortium).	VENDOR NOTE: Use <citation type="other"> for citation of standards.	✘
	15.2.14	Patents Petroff, M.D. and Stapelbroek, M.G. (1980). Blocked impurity band detectors. US Patent 4, 586,960, filed 23 October 1980 and issued 4 February 1986. Patents are cited under the names of the creators and dated by the year of filing.	VENDOR NOTE: Use <citation type="other"> for citation of patents.	✘
	15.2.15	Personal communication These should only be cited in the text and should not appear in the reference list. ...given the significant change in valuations, this is not surprising (A. Adams, personal communication).		✘
	15.2.15 suppl.	Unpublished results or data These should only be cited in the text and should not appear in the reference list. ...was also found to be effective (S. Smith, University of Cardiff, Cardiff, unpublished results).		✓
	15.2.17	Number of authors and editors listed Where the author lists five or more authors (or editors) no more than three should be named in the reference list. Use 'et al.' after the third name; with four authors (or editors) or less all should be listed.		✓

	15.2.19	Abbreviation of journal titles A mix of abbreviated and full forms of journal titles is acceptable in multi-authored (contributed) works provided consistency within individual chapters is ensured. Where a mix of full and abbreviated forms has been applied within a chapter please make consistent as the abbreviated form. For single-authored works, consistency should be ensured throughout the book. When journal titles are abbreviated, abbreviations should include periods (full stops).		✓
	15.2.20	Retain original style of journal article titles Journal article titles should be quoted verbatim, despite any difference in spelling to that used for the same terms in the text.		✓
	15.2.21	Retain original style of chapter titles Chapter titles should be quoted verbatim, despite any difference in spelling to that used for the same terms in the text.		✓
Vancouver reference style	15.3.0	References: choice of Vancouver or Harvard Your PHi contact will confirm via the Project Brief whether Vancouver or Harvard referencing style is to be used. This may mean changing one style to the other.		✓
	15.3.1	Vancouver references: Style of citations Numbers in the list should appear ‘1. 2. 3.’, not [1] [2] [3] or ^{1, 2, 3} .	VENDOR NOTE: <bibliography cited="yes" style="numbered">	✓
	15.3.2	Vancouver references: Style of citations Numbers in the text should appear [1], [2], [3], etc. on the line rather than superscript.		✓
	15.3.3	Vancouver references: Style of citations Use a comma (<i>not</i> an en dash) between two <i>consecutive</i> reference citations, e.g. [1, 2].		✓
	15.3.4	Vancouver references: Style of citations Use an unspaced en dash to indicate a numerical range within reference citation, e.g. [4–6].		✓
	15.3.5	Vancouver references: Numerical order References should appear in numerical order in the text and be listed <i>numerically</i> in the reference list at the end of the chapter/book. Thus the order of the list matches the order of appearance of references in the text.		✓
	15.3.6	Vancouver references: Numerical order Authors may have used the system incorrectly – usually by ordering the (alphabetic) reference list, numbering them and then transferring the numbers to the text citations (i.e. so the numbers in the text do not follow a logical sequence). PHi will advise on the Project Brief if you should renumber/reorder so they appear in numerical order in the text or convert to Harvard style.		✓
	15.3.7	Vancouver references: Numerical order Where the author has added ‘in-between’ numbers e.g. [97, 97a, 98] during the writing stage (rather than re-numbering all of the references) the ‘in-between’ numbers should be removed and the references renumbered as appropriate.		✓
Harvard reference style	15.4.1	Harvard references: Style of citation Reference citations in the text are formed using the author’s surname and year of publication. The citation can take the form ‘Martin (1990)’ or ‘(Martin 1990)’ depending on context. Either is acceptable.		✓
	15.4.2	Harvard references: Style of brackets in citations Curly or square brackets should be substituted with ().		✓
	15.4.3	Harvard references: Number of authors in citations Where two or three authors are present, e.g. ‘Adams, Knowler, and Leader (1992)’ allow author style for whether all authors are mentioned or just the first named. The order of the authors should follow exactly that of the publication. Where there four or more authors then change to first named follow by ‘et al.’		✓
	15.4.4	Harvard references: Ampersands Always use ‘and’, never ampersand (&) with Harvard references.		✓

	15.4.7	Harvard references: Style of citation Where two or more references are cited at the same point in the text, separate them with semi-colons, e.g. (Martin 1990; Blanc et al. 1992). Order according to the author's preference (rather than alphabetically or chronologically).		✓
	15.4.8	Harvard references: Style of citation Reference may be made to specific points in the publication, e.g. '(Dunn et al. 1989, p. 390)' or '(Reynolds and Steedman 1989, Table 42)'. Follow the style as given.		✓
	15.4.9	Harvard references: Style of citation If two or more references by the same author(s) in the same year are cited they should appear as, e.g. 'Martin (1990a)' and 'Martin (1990b)', in their order of appearance in the text. They should then be listed in the reference list in their (a, b, c) citation order. Where two authors with the same surname have works published in the same year, identify them in the text by their initial: J. Martin (1990) and S. Martin (1990). Only necessary to distinguish with regard to publications in the same year.		✓
	15.4.10	Harvard references: Style of citation Distinct references by the same author(s) in different years can be cited, e.g. 'Blanc et al. (1988, 1992)'.		✓
	15.4.11	Harvard references: Ordering The reference listing in the Harvard system is ordered alphabetically by author, secondarily by date and then by a, b, c, etc.		✓
Authors' bespoke referencing styles	15.5.0	LaTeX referencing style LaTeX generates a mnemonics-based referencing style. For example: [SCHNEIER], Schneier, B., "Applied Cryptography: Protocols, Algorithms and Source Code in C", 2e, John PHi & Sons, 1996. [BoI93] J-C. Bolot, H. Crepin and A. Vega Garcia, "Analysis of Audio Packet Los in the Internet" in Proc. NOSSDAV'95, P. 154–FF., 1995. This should be changed to either Vancouver or Harvard reference system (your PHi contact will confirm via the project brief).		✗

APPENDIX 1 (Subject-Specific Reference Sources)

Subject-specific style and spelling

- Where the ACT does not provide subject-specific style and spelling advice please refer to the grid below. The grid provides a list of approved external reference sources for each subject area.
- For titles containing mathematical or other subject-specific symbols, we do not expect vendors to make extensive manual interventions to the text in order to make style consistent with the Content Guidelines rules, provided that the style applied by the author is logical and consistent (or can easily be made consistent). Such issues may have been identified in-house and instruction added to the Project Brief. However, even without an instruction we encourage vendors to query whether content might be best handled and accuracy maintained if left as supplied.

Subject Area	Main	Approved style/spelling guides
SSH (not Psychology)	PHi	APA
Psychology	APA	APA
Biology	PHi	TBC from Natural Sciences column B
Earth Sciences	PHi	TBC from Natural Sciences column B
Health Sciences	PHi	TBC from Health Sciences column B
Chemistry	PHi	ACS
Maths	PHi	NIST, IEEEEC, prepare content in LaTeX
Physics	PHi	NIST, IEEEEC
Engineering	PHi	NIST, IEEEEC
Statistics	PHi	NIST, IEEEEC
Computer Science	PHi	NIST, IEEEEC
Telecoms	PHi	NIST, IEEEEC

Health Sciences

http://ihtsdo.org/fileadmin/user_upload/doc/download/doc_EditorialGuide_Current-en-US_INT_20130731.pdf
<http://www.ihtsdo.org/snomed-ct/>
www.amamanualofstyle.com
<http://www.merriam-webster.com/medical/prp>
<http://www.ncbi.nlm.nih.gov/pubmedhealth/drug-names-and-classes/>
<http://www.usp.org/store/products-services/usp-dictionary>

Subject specialists to advise

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Natural Sciences

International Code of Zoological Nomenclature <http://www.nhm.ac.uk/hosted-sites/iczn/code/>
International Code of Botanical Nomenclature <http://www.bgbm.org/iapt/nomenclature/code/saintlouis/0001icslcontents.htm>
International Code of Nomenclature for Cultivated Plants
International Code of Nomenclature of Bacteria
International Code of Virus Classification and Nomenclature
ACS
<http://college.cengage.com/geology/resources/geologylink/glossary/x.html>

Engineering, Statistics, Computing

Abbreviations for SI (Système International) units are standards and should be strictly adhered to. Refer to: <http://physics.nist.gov/cuu/Units/units.html>.
<http://www.computer.org/portal/documents/942852/1412408/IEEECSStyleGuide2013.pdf>

Psychology

APA
<http://www.apastyle.org/manual/index.aspx>