

Notes for the Copyeditor

Please complete this form so that the copyeditor knows what style choices you have made in your manuscript. It should only take a few minutes.

The copyeditor will be checking your manuscript for consistency, so it is vital that you provide accurate information. Different options are given below, with examples in brackets. Please delete as appropriate. If no options are deleted, we will assume the question is not relevant.

If you are the editor of a contributed book and the style is consistent throughout, please complete one copy of this form. If the style varies by chapter, the copyeditor will not make it consistent throughout, therefore you may want to ask each contributor to complete one of these forms.

Different options are given below, with examples in brackets. PLEASE DELETE AS APPROPRIATE.

General style

Spelling

UK (e.g. colour) / US (e.g. color)

US spelling

Endings

ize (theorize) / ise (theorise)

Use -ize endings

Serial commas

Yes (this, that, and the other) / No (this, that and the other)

Serial commas (we're not barbarians)

Quotation marks

single with double within ('the "new" regime') / double with single within ("the 'new' regime")

Double with single within.

Punctuation

outside quotation marks ('it is a fresh start.') / inside quotation marks ('it is a fresh start.')

Outside for terms, inside for quoted speech.

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Acronyms

unpointed (USA) / pointed (U.S.A.)

Unpointed

Dashes

spaced en dash (The essay – first published in 1960 – addresses this question.) / unspaced em dash (The essay—first published in 1960—addresses this question.)

Unspaced em dash.

Numbers

- spelled out to ten, Arabic thereafter (one to ten, 11–) / another system (please describe)
- maximum number spans (135–136) / minimum number spans (135–6)

Spelled out to ten, numeric after that. I don't believe we have any number spans.

Dates

7 June 1918 / June 7, 1918

June 7, 1918 (but dates in example data files are written 1918-06-07, so please don't correct those).

First letter after colons

lower-case / capitalized

Lower case (continuation of sentence).

Bulleted and numbered lists

- Each line begins with a capital letter / lower-case letter
- Each line ends with a full stop / semi-colon / nothing
- Another system (please describe)

If the points are full sentences or multiple sentences, they are sentence-cased (start with capital letter). If they are single words or short phrases, no punctuation, and if they are fragments of a sentence written out as a list for clarity with one point per phrase, a comma at the end of every line except the last (which ends with a full stop).

Figures and tables

Should there be an in-text reference for every figure and table, e.g. 'see Figure 7.9'?

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Yes

Referencing style

General style

IEEE style.

Author initials

- unpointed (MFK Fisher) / pointed (M.F.K. Fisher)
- unspaced (M.F.K. Fisher) / spaced (M. F. K. Fisher)

Pointed and unspaced.

Multiple works by same author in references list

Listed chronologically

Distinctive usage

Please provide details below of any general style points and an alphabetical list of any words whose usage or spelling is distinctive and should be retained: for example, capitalization (Indigenous Studies), hyphenation (African-American), italics or unusual abbreviations.

Note: when a hyphenated term appears in a title, we title case both parts, e.g., "Auto-Merging" in a title but "auto-merging" in a sentence.

ArithmeticError (capitalized as shown)

AssertionError (ditto)

auto-merging (as shown)

beginner-friendly (as shown)

BibTeX (as shown)

BibTeX (capitalized as shown)

BitBucket (as shown)

Bonsma-Fisher (hyphenated as shown)

Branch-Based (title-cased and hyphenated as shown)

Brandeis (note: *not* "Brandies")

Bronte (no umlaut over the 'e')

CC-0 (capitalized and hyphenated as shown)

CC-BY (ditto)

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CI (acronym)

CITATION (and variations like CITATION.md)

CLIs (plural of the acronym 'CLI', so written as shown)

CONDUCT (and variations like CONDUCT.md)

CONTRIBUTING (and variations like CONTRIBUTING.md)

COVID-19 (upper case and hyphenated)

CSV (acronym)

CVS (acronym)

Carpentries (short name for an organization, so title-cased)

Claerbout (note: **not** Clearbout)

Command-Line (title-cased when appearing in title)

Command-line or command-line (when appearing in sentence)

Control-D (as written)

Ctrl (abbreviation for "Control", title-cased as shown)

DOIs (plural of acronym)

ExpectedError (as shown)

Fast-forward (hyphenated as shown)

Figshare (as shown)

Finale (no accent over the 'e')

Floating-Point (hyphenated as shown)

Fortran (**not** FORTRAN)

Fuchsia (**not** "fuschia")

GNU (acronym)

GPL (acronym)

GUI (acronym)

GUIs (plural of acronym)

GitHub (as shown)

GitKraken (as shown)

GitLab (as shown)

HEAD~1 (here and elsewhere, that is a tilde **not** a dash)

HTTP (not Http)

High-level (as shown)

ID (as shown)

IDE (acronym)

ImageMagick (as shown)

In-Person (as shown)

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In-place (as shown)

IndexError (as shown)

JSON (acronym)

Jupyter (with a 'y' as shown - product name)

KiB/s (as shown - short for "kilobytes per second")

LICENSE (and variations such as LICENSE.md)

LaTeX (as shown)

Large-Scale (as shown)

Log-likelihood (hyphenated as shown)

MATLAB (as shown - product name)

MB (acronym)

MB/s (acronym per second)

MIT (acronym)

MacOS (as shown - product name)

Makefile

Markdown (*not* 'markdown' in lower case)

Matplotlib (as shown)

MiB (as shown)

MiB/s (dtto)

NASA (acronym)

NAs (plural of the acronym 'NA')

OK (*not* "Ok" or "ok")

ORCID (acronym)

ORCIDs (pluralized acronym)

OSError (as shown)

OSI (acronym)

One-line (as shown)

PDF (acronym)

PEP (acronym)

PEP-8 (as shown)

PI (acronym)

PLoS (as shown)

PNG (as shown)

PR (as shown - acronym)

PRNG (acronym)

PermissionError (as shown)

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PhD (as shown)

PyCharm (as shown)

PyPI (as shown)

Q&A (as shown)

R (as shown - name of a programming language)

README (and variations like README.rst)

README (and variations such as README.md and README.rst)

READMEs (plural of the above)

REPL (acronym)

RSA (acronym)

RStudio (as shown - company name)

Re-Use (as shown)

Re-arrange (as shown)

Re-generate (as shown)

SSH (acronym)

Snakemake (as shown - **not** SnakeMake)

Sylvie (**not** "Sylvia")

TDD (acronym)

TLDR (acronym)

TestPyPI (as shown)

UID (acronym)

UK (**not** "U.K.")

URL (acronym)

URLs (pluralized acronym)

Unix (**not** "UNIX")

ValueError (as shown)

Wisconsin-Madison (hyphenated as shown)

Xcode (as shown - **not** "XCode")

YAML (acronym)

YYYY-MM-DD (acronym)

ZeroDivisionError (as shown)

acknowledgments (no 'e' after the 'g')

arXiv (as shown)

bioRxiv (as shown)

contributor (**not** contributor)

tl;dr (as shown - name of a website)

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