Young's definitive style guide for the latin alphabet

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March 15, 2019

Abstract

1 Introduction

2 Upper case

2.1 Sentence heads and tails

Standard: Sentences are to begin with a single capital letter. A capital letter is defined to be ńThe upper case form of a single character from the [extended] Latin alphabetż.

Examples:

- *The quick brown fox jumped over the lazy dog.*

- **Not:** *LLamas are an animal native to South America.* **Instead:** *Llamas are an animal native to South America.*

- **Not:** *IJsselmeer is the name of the closed off inland bay in the central Netherlands.* **Instead:** *Ijsselmeer is the name of the closed off inland bay in the central Netherlands.*

Explanation: This follows a common convention among all dual case languages to capitalize the first characters of sentences. We accept this convention, for it helps guide the eye towards the beginnings of sentences and passages.

All other letters should be lowercase, firstly because they are more readable, and secondly because this makes the text thereafter more predictable, including for searching text.

We restrict the use of digraphs because digraphs are language specific and inconsistent. Some languages treat digraphs as 2 characters for collation, while others treat the same digraph as 1 character. In loanwords, readers should not be expected to know rules for digraphs. It is most consistent to treat the latin alphabet as having exactly 26 letters, and that these are always separate.

Standard: All characters in a sentence other than the first character are to be lower case, unless mentioned in one of the exceptions in this section.

2.2 Proper nouns

Standard: Proper nouns are to be capitalized in all contexts, but only when used as a noun. In other words, words which take their root from a proper noun should not be capitalized. Proper nouns normally include «the »where appropriate.

Examples:

- *I just called Mary Goldberg to let her know that im home.*

- *Did you know that she studied at Cambridge University?*

- **Not:** *I thought she studied at the University of Oxford?* **Instead:** *I thought she studied at The University Of Oxford?*

- **Not:** *California is a state in the USA.* **Instead:** *California is a state in The USA.*

- **Not:** *I believe in god.* **Instead:** *I believe in God.*

- **Not:** *I believe in a God.* **Instead:** *I believe in a god.*

- **Not:** *Did you know that they're German?* **Instead:** *Did you know that they're german?*

3 Acronyms

Standard: Acronyms, including initialisms, are to be written as consecutive upper case letters with no spaces or delimiters between them.
   Examples:

- *The US is a signatory country to NATO.*

- *As of 2018, the permanent UN security council members are the China, France, Russia, The UK, and The USA.*

Standard: Acronyms which are not initialisms may be written in lower case letters. This should be kept consistent with rules on proper nouns.
   Examples:

- **Not:** *The US is a signatory country to nato.* **Instead:** *The US is a signatory country to NATO.* **Or:** *The US is a signatory country to Nato.*

- *UNICEF is a subsidiary of the UN.* **Also:** *Unicef is a subsidiary of the UN.*

4 Punctuation

4.1 Colons

Standard: Colons are to connect related, otherwise incomplete sentences.

Standard: Colons are to describe preceding sentences, including with further deductive or descriptive statements.

Standard: Colons are used to introduce dialog, both in plays, and in written passages.

Standard: Colons are used to indicate omission of text, including letters, words, or sections [See ??].
   Examples:

- *Kings Cross S:t Pancras*

- *D:r Cruz runs an office on the edge of town.*

- *The : fox jumps :.*

Standard: Colons are used in enumerated lists to separate numbers and following text.
   Examples:

- *We need to*

   1. *find the bag;*
   2. *get the money;*
   3. *be home in time for dinner.*

4.2 Dash

Standard: Dashes are used to denote ranges of time and space.
  Examples:

- *The French and Indian War (1754 - 1763) was fought in western Pennsylvania and along the present US - Canada border.*

- *The Tokyo - Osaka express train departs at 3.15 PM.*

Standard: Dashes are used to denote relation in certain contexts.
  Examples:

- *The US - Canada border spans east - west.*

- *The Eagles beat the Hawks 31 - 0.*

Standard: Dashes are used to denote subcategorization, including in dates and locations. When used with numbers it should be used without a space.
  Examples:

- *The date is 2018-11-3.*

- *He addressed the package to «China - Beijing - Wangfujing ».*

- *Welcome to the Computing 3-12 course, where we cover advanced computer architecture.*

- *Answer question 1-a first*

Standard: All dashes to be used are en dashes.
  Explanation:

4.3 Semicolons

Standard: Semicolons are to be used for iteration, and in place of iterative commas.
  Examples:

- *The people present were Jamie, a man from New Zealand; John, the milkman's son; and George, a gaunt kind of man with no friends.*

- *Several fast food restaurants can be found within the following cities: London, England; Paris, France; Dublin, Ireland; Madrid, Spain.*

- **Not:** *Here are three examples of familiar sequences: one, two, three; a, b, c; first, second, third.* **Instead:** *Here are three examples of familiar sequences: «one; two; three »; «a; b; c »; «first; second; third ».*

4.4 Question marks

Standard: Opening and closing question marks are to be used to enclose question sentences.
  Examples:

- *She came to me and asked: «¿What time is it? ».*

- *Čingis Xan (¿1162? – 1227) was the founder of the Mongol Empire.*

Standard: Opening and closing question marks follow the same rules as opening and closing brackets, respectively

Standard: Question commas are to be used one after another in conjunction.
    Examples:

- *¿Is it written in good form? ¿Style? ¿Meaning?*

Standard: Question marks take the place of periods when used at the end of sentences.

4.5 Exclamation marks

Exclamation marks follow the same rules as 4.4
    Examples:

- *«¡ Stop ! »yelled the guard.*

4.6 Commas

Standard: Commas are principally used for separation of clauses.

Standard: When clauses are separated with conjunctions, the comma should appear before the conjunction.
    Examples:

- *Mary walked to the party, but she couldnt walk home.*
- *Designer clothes are silly, and i can't afford them anyway.*
- *¡ Don't push that button, or twelve tons of high explosives will go off right under our feet!*

Standard: Commas are advised for sentence initiating adverbs such as «however »; «in fact »; and «nevertheless ». This includes when these adverbs are used mid phrase. However, this usage is optional
    Examples:

- *Therefore, a comma would be appropriate in this sentence.* **Also:** *Therefore a comma would be appropriate in this sentence.*
- *Nevertheless, it is not needed.* **Also:** *Nevertheless it is not needed.*

Standard: When adverbs are used mid phrase, commas are advised.
    Examples:

- *In this sentence, furthermore, commas would be called for.*
- **Not:** *This sentence is similar; however, a semicolon is used as well.* **Instead:** *This sentence is similar. However, a semicolon is used as well.*

Standard: Geographical names do not include commas.
    Examples:

- *Take this package to Tallahassee Florida*

Standard: Dates do not include commas.
    Examples:

- *February 3rd 1922: on that day I discovered the meaning of loss.*

Standard: The preferred notation for parenthetical phrases is the parenthesis. **??**.

4.7 Ellipsis

Standard: Ellipses are to be written as 2 unspaced periods.

Standard: Ellipses indicate omission of text, including letters, words, or sections.

Standard: Ellipses are used to indicate silence.

Standard: Ellipses are used to denote ranges of time and space [see **??**].
   Examples:

   - *The French and Indian War (1754 .. 1763) was fought in western Pennsylvania and along the present US - Canada border.*

   - *The Tokyo .. Osaka express train departs at 3.15 PM.*

4.8 Periods

Standard: Periods appear at the end of sentences **??**, directly after the final word of the preceding sentence and followed by a single space. The character immediately after a period should be a capital letter.

4.9 Commas

Standard: Phrase commas appear at the end of phrases **??**, directly after the final word of the preceding phrase, and followed by a single space.

4.10 Quotation marks

Standard: By default, languages should use double angle quotes (ń. . . ż) to indicate segments of text with common purpose. This includes for speech, thoughts, and quotations.
   Examples:

   - *«Come closer. »he said softly.*

   - *Hamlet: «To be or not to be, that is the question. »*

   - *At the time i thought «Gosh, that's a nice dress. ».*

   - *In the words of Jean-Paul Sartre: «Man is condemned to be free; because once thrown into the world, he is responsible for everything he does. ».*

4.11 Slashes

Standard: Slashes are used to indicate alternative choices.
   Examples:

   - *¿ Do you agree Y / N?*

Standard: Slashes are used to indicate choices in the case of ambiguity, particularly when this affects word choice. In some cases, round brackets may be favored. See also **??**.
   Examples:

   - *The waiter / waitress hasnt come yet.*

   - *The designation Assyrian / Chaldean / Syriac appeared on american and swedish censuses in response to the Syriac naming dispute.*

   - *If he / she wants to come, then that is completely fine.*