# 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)

**Endings**

ize (theorize) / ise (theorise)

**Serial commas**

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

**Quotation marks**

single with double within (‘the “new” regime’) / double with single within (“the ‘new’ regime”)

**Punctuation**

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

**Acronyms**

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

**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.)

**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)

**Dates**

7 June 1918 / June 7, 1918

**First letter after colons**

lower-case / capitalized

**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)

**Figures and tables**

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

Yes / No

## Referencing style

**General style**

Harvard / Chicago / APA / MLA / Other

If you selected ‘Other’, please provide one example of each of the following, if used:

* In-text citation:
* Book:
* Chapter within a book:
* Journal article:
* Website:
* Others that feature significantly (e.g. blog post, newspaper article, manuscript, dissertation):

**Author initials**

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

**Multiple works by same author in references list**

listed chronologically / listed alphabetically

## 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.