

# I.B.TAURIS HOUSE STYLE

The following points highlight the areas in which we try to apply consistency across our publications, though we do not have a rigid house style. We do, however, insist on internal consistency within a book.

This guide is intended to be read by both authors and editors.

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# Words and spelling

## Dictionaries and other reference works

Use a good up-to-date dictionary such as Oxford, Chambers or Collins for reference. *The Cambridge Handbook: Copy-Editing for Editors, Authors and Publishers* by Judith Butcher is a very useful guide, as is Oxford's *New Hart's Rules: The Handbook of Style for Writers and Editors*.

If you have any doubts regarding spelling or punctuation, please contact your commissioning or production editor. Googling particular queries can also be helpful if done judiciously, and there are some good grammar blogs out there, such as [Grammarist](#).

## UK vs. US usage

Our preference is for UK spelling, e.g. 'colour' not 'color', 'traveller' not 'traveler'. If authors wish to use US spellings instead they should contact their commissioning editor to discuss. Copyeditors should be aware that we accept US spelling if it is used consistently throughout the text, but this should be indicated when the text is handed over.

If US terminology is used, it should be consistent throughout. (e.g. raise (US) vs. pay rise (UK); cell phone vs. mobile phone; public school vs. state school; airplane vs. aeroplane, etc.). Copyeditors may choose to replace terms that would only be understood by a minority of readers with something more universally recognised.

## Alternative spellings

Certain words – e.g. 'realise' – may be spelt with an 's' or 'z'. For such alternative spellings ensure that it is consistent throughout, i.e. '-ize', '-ization', '-izing' OR '-ise', '-isation', '-ising'. In British English words ending '-yse' ('analyse', 'paralyse') cannot be spelt '-yze', although this is usual in US English.

Some authors will have a preference as to whether possessives for singular words ending in 's' are given as 'apostrophe-s' (e.g. 'Mr James's contribution') or just an apostrophe (e.g. 'Mr James' contribution').

*Please follow house style for spelling and hyphenation for these particular words/phrases:*

Al Qaeda  
Atatürk  
bestseller  
centre stage  
clear-sighted  
compass points: south-east, north-west, etc.  
decision maker/making  
figurehead

firsthand  
first-rate  
groundbreaking  
I.B.Tauris  
interdisciplinary  
internet (not Internet, unless capital letter required)  
interplay  
interwar  
large-scale  
long-term  
Muslim (not Moslem)  
nation state (no hyphen)  
nonconformist  
policy maker/making  
postwar  
post-colonial  
post-modern  
Prophet Muhammad  
Pro Vice-Chancellor  
Qur'an (not Quran, Koran)  
self-rule  
Shi'i (adjective), Shi'a (noun)  
short-lived  
side-effect  
single-handed  
superpower  
viewpoint  
wartime  
World War II (not Second World War)

"River + Name" or plural form "Name + Names rivers"

## Abbreviations

- No full points between letters of acronyms: NATO, UN, USA, etc. Where an acronym has become a word in its own right it is permissible to write it without capital letters, e.g. 'Aids', 'scuba', 'Unesco', 'etc.'
- 'USA/the US' is the country, 'US' the adjective
- For UK usage, use 'per cent' not '%', but 'percentage'; and give percentages in figures not words (8.5 per cent). If the usage is for US spellings, use 'percent'.
- Use full points for 'e.g.' and 'i.e.' Try to restrict usage to parenthetical phrases and notes, and replace with 'for example', 'for instance', 'that is' and so on as appropriate in the main text.

## Contractions

- Usual UK usage for contracted titles such as Mr, Mrs, St, Dr, etc. is not to use a full point. US usage may use a full point, and if this is employed it should be consistent.
- In the Notes and Bibliography, contracted terms such as vol./vols, ed./eds, etc. should take a full point in the singular but none in the plural.

## Capitalisation

- Acts of parliament, treaties, conferences, etc. are capitalised when given their full titles, but not usually otherwise: e.g. 'the Treaty of Rome/the treaty'; 'the Yalta Conference/the conference'; 'the Group Areas Act/the act'.
- Historical events or periods are capitalised if sufficiently well known: 'Antiquity'; 'Classical [times]'; 'Byzantine'; 'the Dark Ages'; 'the Middle Ages'; 'Renaissance [period]'; 'the Cold War'; 'the (Great) Depression'; 'the Industrial Revolution'; 'the Siege of Paris'; 'the Gulf War'. But 'medieval' is fine.
- Titles, offices and ranks. Use an initial capital if the title is being used to refer to a particular individual in place of his/her given name, but otherwise not.  
Therefore:
  - 'President Obama flew to Europe'
  - 'Barack Obama, the president of the USA, flew to Europe'
  - 'Barack Obama flew to Europe. On arriving, the President greeted his admirers'.
- The same applies to 'the British Empire' – i.e. use 'Empire' when using the word as a short form for the full term.
- For positions of academics, capitalise only if giving the job title, rather than a general description. For example, 'Maggie Davies is a teaching fellow in the Department of Religious Studies at the University of Northampton'. But 'Elizabeth Marker is Professor of Latin American History at the University of Cardiff'.
- Political/religious institutions and movements – use an initial capital for proper names of institutions or parties (Buddhism, Islam, House of Lords, Senate, Social Democrat, Labour, Conservative, Republican) but lower case when used as a general adjective (e.g. 'During the mid-twentieth century communism swept across Europe'.)
- 'God', 'Allah'
- 'the Church' (i.e. the institution, not a building or individual gathering), 'the State' (used in an abstract or legal sense), 'four Canadian states'
- Compass directions when they denote a recognised political or cultural entity ('the North', but 'northern England', 'Southeast Asia')
- Academic disciplines should have initial capital letters – e.g. 'He lectures in Middle East Studies' or 'She read History at SOAS'. (but 'Her thesis centred on nineteenth-century Egyptian history').
- If a sentence or phrase is in significant capitals (e.g. in a chapter title) and includes a hyphenated term, the word following the hyphen should have an initial capital. For example: 'Post-Modern Thinking in the Visual Arts'.

## Italics

Italics should be used for:

- Titles of published books (except for the Bible, the Qur'an and books of the Bible which are roman without quotes)
- Plays, films, long poems, radio and television programmes, newspapers (the *Daily Telegraph*, the *Sunday Times*, the *Guardian* – but *The Times* and *The Economist*), and journals (but not for article titles which are roman in single quotes)
- Titles of major musical works such as operas and ballets
- Titles of paintings and sculptures
- Names of ships
- Non-naturalised foreign words

Names/titles of foreign organisations, government ministries or departments, companies and so on should *not* be italicised when the name is given in the original language.

In general, use italics as sparingly as possible because they make the text look messy.

## **Foreign languages**

### ***Italics***

Italic type should be used for words and phrases that are still regarded as foreign or need to be distinguished from identical English forms. Once a word is naturalised into English it should be used in roman type. Check the dictionary to see if a word has been adopted into English, but if in doubt err on the side of caution and italicise.

### ***Accents and diacritics***

Authors should speak to their commissioning editor in advance of submitting the manuscript if they think it will feature many diacritics. When submitting their manuscript, authors should supply a separate list of special characters/diacritical marks which occur and the relevant fonts used to present these characters.

If the book does contain accented characters or diacritics, these must be presented consistently throughout the book. When sending the manuscript please always provide a pdf version alongside the Word document so that the publisher/editor/author can see the diacritics as intended even if the person receiving the Word document doesn't have the correct/same fonts.

Do not use accents on naturalised words such as 'role', 'regime', 'naive', 'elite'. Check the dictionary if in doubt.

## **People, pronouns and titles**

On the book's cover and title page, we do not give the author or editor's title (e.g. 'Dr' or 'Professor'). The same applies to contributors to an edited volume. However, 'Professor' may occasionally be used on the back of the book for someone who has provided an endorsement, at the commissioning editor's discretion. Within the book's main text, references to other authors or people of interest may use 'Professor' if required, but 'Dr' will be removed by the copyeditor.

Avoid the use of 'he' (when he or she is meant), either through the use of 'they', '(s)he' or by repeating the noun, if appropriate. Avoid using 'she' for countries – e.g. 'Britain saw her economy suffer' – as this is considered archaic.

## Dates and numbers

### I.B.Tauris copyright pages

- If the book is due to publish between January and September in a year, the copyright year should be the current year. For example, a book with a publication date of March 2013 will have 'Copyright © 2013 Name of author'.
- If the book is due to publish between October and December in a year, the copyright year should be the coming year. For example, a book with a publication date of November 2013 will have 'Copyright © 2014 Name of author'.

### Dates

- Dates are in British style with the month written out in full: '25 September 2008' (not '25<sup>th</sup> September 2008'); 'in January 2009'; 'held on 1–3 May' (NEVER 'from 1–3 May' or 'between 1–3 May').
- En rules (longer than a hyphen) should be used to replace 'to' in number spans (see 'Hyphens and En rules below').
- The '1980s' (no apostrophe); '1980–9', '1989–93'.
- The years 11 to 19 in any century keep the last two digits: '1817–19', '1914–18'.
- 'twentieth century' (not '20<sup>th</sup> century') and no caps except at the start of a sentence; hyphenated if used adjectively: 'twentieth-century England'; 'twenty-first-century ideas'.
- '2008/9' for the financial or academic year.
- Ensure consistency when using abbreviations for eras: **either** AD, BC **or** BCE, CE. Format these as small caps. When used with numerals, BC and BCE come after the year (e.g. 185 BC OR 543 BC). CE also comes after the year (e.g. 849 CE). But AD comes before the year (e.g. AD 2012).
- When giving dates in the Islamic calendar, use **either** AH **or** H for the Hijri calendar (not a mixture of both), **OR** SH for the Solar Hijri calendar (Iran/Afghanistan). Format these as small caps and place them after the year.
- In abbreviated form, 'circa' should be given as '*c.*1820' (note the italics on the 'c' and no space between period and date).

### Numbers

- Large numbers: use million or billion rather than many zeros, to follow numerals rather than words: 'over 2 million refugees'; 'reserves of \$6.2 billion'. Insert a comma for thousands and tens of thousands, e.g. '1,000' and '10,000'
- Money units: the £, \$ and € are closed up to the sum; all other currency abbreviations, including specified kinds of pounds or dollars, are before the sum but spaced (HK\$ 150,000)
- Numbers with units: these are always in numerals with number and unit-abbreviation separated by a space, e.g. '150 km' – but never '150 kms'.
- Number spans: use minimum numbers, e.g. '25–8', '136–42', '150–1', '298–316'.

- Ordinal numbers: when given in figures, have 'th', 'rd', 'st' and 'nd' in normal-sized letters, not superscript.
- Words vs. Figures: use words for numbers up to and including ten, numerals for 11 upwards. The exception is percentages as mentioned above (see 'Abbreviations'). Try to avoid using numbers at the very beginning of a sentence, but if it is unavoidable write the full number out in words (except if it has a decimal point).

## **Punctuation**

### **Commas and final punctuation**

Avoid the use of commas before 'and' and 'or' whenever possible: 'apples, pears and bananas' not 'apples, pears, and bananas'. Except where punctuation follows US usage, or where a comma is needed to avoid ambiguity.

Do not double space after a full stop or any other punctuation mark. Do not put a space in front of a question mark or in front of any closing punctuation.

### **Parentheses**

UK usage is to use round brackets for parenthetical phrases. For brackets within brackets, also use round brackets. US usage may be to use square brackets within round brackets, and if this style is employed it should be done consistently.

If a parenthesis falls within another sentence, the close bracket should be used before the closing punctuation. For example:

'Punctuating parentheses is easy (if you know where to put the full stop).'

If the parenthesis is a full sentence itself, the close bracket should come after the closing punctuation. For example:

Most of the friends studied Anthropology. (The only exception was Ralph, who studied History.)

### **Hyphens and En rules**

Hyphens are used in compound words (single-breasted suit) or for word division when a word is broken at the end of a line.

An en rule is longer than a hyphen and is used to replace 'to' in number spans, e.g. '24–8'. To produce an en rule on a PC, hold down the control key and type a hyphen on the numeric keypad. On a Mac, hold the option key down and type a hyphen.

The en rule is also used to link two items of equal weight, as in 'Dover–Calais crossing', 'Conservative–Liberal alliance'.

In compound names and adjectives derived from two names an en rule is usual (Marxist–Leninist theory), although for adjectives of this sort a hyphen is sometimes used.

Spaced en rules are used as parenthetical dashes. In Word, type a single hyphen with a space before and after to indicate a dash. In US usage, unspaced em rules replace en rules as parenthetical dashes (but should not be used in any of the other instances above).

## Quotations

Use single quotation marks for quotes. For quotes within quotes use double quotation marks: 'Peter said he did not know what "it" referred to.'

If the quote is just a phrase or a couple of words, the point or comma goes outside the closing inverted commas, but if the quote is or contains a complete sentence the point goes inside the closing inverted comma. Examples:

'It's a nice day,' said Jo, 'so we're going to the beach.'

'It's a "nice day",' said Jo.

Jo said scornfully that it was a question of 'personal choice'.

Jo said scornfully that it was a question of 'personal choice. Whichever party looks likely to put more money in your pocket is the one you'll pick.'

If spelling and grammar follow the US style then retain the US system. Generally this is to use double quotation marks, with single quotation marks for quotes within quotes. Commas and full stops go inside the closing quote marks, even if it's not a full sentence. Question marks and exclamation marks go inside the closing quote marks only if they're part of what's being quoted. Semi-colons and colons go outside the quote marks.

It is customary to display longer quotations – those in excess of about 40 words – as indented paragraphs, either indented from the left margin or from both sides. There should be a line above and below the extract and there should be no quotation marks unless direct speech, e.g.

Writing to his father from Venice on 7 October 1845, Ruskin proclaimed:

Daguerreotypes taken by this vivid sunlight are glorious things. It is very nearly the same thing as carrying off the palace itself: every chip of stone and stain is there, and of course there is no mistake about proportions [...] It is a noble invention – say what they will of it – and anyone who has worked and blundered and stammered as I have done for four days, and then sees the thing he has been trying to do for so long in vain done perfectly and faultlessly in half a minute won't abuse it afterwards.

Author/editor's interpolations should be enclosed in square brackets. Display source lines ranged on a new line with round brackets.

When transcribing/editing quotations, follow the original for capitalisation, italics, punctuation and spelling. Amend quote marks and dashes to the style used in the current text.



## **Ellipses**

If some words are omitted from a quotation, indicate the omission with a three-point ellipsis enclosed in square brackets with a space on either side, as seen in the Ruskin quote above. An ellipsis is not required at the very beginning or end of a quotation.

# **Layout**

## **Main text**

To indicate a new paragraph authors should insert two hard returns (i.e. press the return key twice).

If you wish to indent text (e.g. to indicate that a passage should be shown as an indented quote), use the indent function in Word's paragraph setting. Do not use tabs.

After indented (displayed) quotes, the text that follows should be full out, without a first-line indent.

## **Sub-headings**

The system of headings and sub-headings should be kept as simple as possible. A different style for each heading should be used consistently throughout. Generally two levels of subheading will be sufficient in all but the most exceptional cases – if you are writing or editing a text and you think it should have more than two heading levels, please contact your commissioning or production editor for advice.

If you do have more than one level of heading, use a different style for each (e.g. bold, all caps for first-level headings, then italics for second-level headings) so that the hierarchy of headings is absolutely clear. Please do not number (or letter) your headings.

## **Running heads**

Verso (left-hand) running heads will usually feature the book's title. Recto (right-hand) running heads will feature the chapter title. On recto running heads, the chapter title may need to be abbreviated if it is too long to fit across the page. Copyeditors should make a list of abbreviated running heads for the typesetter to use.

In the Notes chapter, running heads on verso and recto pages should be 'Notes to Pages xx-xx', i.e. specifying the page range of the main text covered on that page of the Notes.

## **Lists**

Number and bullet lists: If each item in the list is a complete sentence or consists of several sentences, start each entry with a capital letter and end it with a full stop. If each item is a phrase or fragment of a sentence, start them with a lower-case letter and end them with semi-colons, except for the last entry which should take a full stop.

Try to avoid using number lists that run on within a paragraph, but if it is genuinely unavoidable use the form (1), (2) etc.

## Figures and tables

All figures and tables should have a caption. The numbering and labelling of figures and tables will depend on the type of book. If it's an academic book, numbering should restart for each chapter (e.g. the second figure in chapter 8 will be Figure 8.2), and each figure should be cross-referenced in the main text if possible. For less academic titles, the author's preference can be retained as long as it's logical and easy to follow (e.g. no numbering, continuous numbering if there are few figures, etc.).

If there are at least 4 figures/tables, there should be a List of Illustrations in the prelims. The captions in the list should match those in the text, and should be followed by a copyright credit. The copyright credit should not appear on the caption in the main text, unless it is obligatory under a permissions agreement.

Check that all graphs and tables are logical, and that the scale and/or units make sense. Axes must be labelled, even if only with a percentage sign or similar.

If the book contains maps, make sure that they are to scale, and that any colour distinctions will work in black and white if applicable.

## References

### Notes

We use endnote referencing for citation.

Notes should usually be in one batch positioned just before the bibliography. If the book is an edited collection of work by several authors, place the notes at the ends of the chapters. If you are the editor of a multi-authored book, you must ensure that all contributors use the same system of notes and references.

Your notes will not be set as footnotes unless absolutely essential and you should discuss this with your IBT editor if you think this may be the case. We are able to convert footnotes to endnotes if authors encounter difficulties in setting up endnotes in Word.

### *Note markers*

Notes should be numbered from 1 in every chapter and should be given in Arabic numerals, not Roman numerals or symbols.

Note markers should be placed after final punctuation if they are given at the end of a sentence, or after commas and semi-colons (if appropriate) when given mid-sentence. For example:

As Ojukwu commented: 'the vast majority of the population have grown accustomed to the fact of the uniqueness of the political entity which we now know as Biafra.'<sup>316</sup>

### **Style points**

Give the author's first name in full to prevent possible confusion with another with the same initial(s).

The title of a book, journal or newspaper should be italicised and have significant capitals (i.e. an initial capital for all words except 'in', 'the', 'a', etc. Ensure that any comma that follows is **not** in italics.

The title of an article or chapter in an edited volume should be given in single quotes and in lower case after the initial word, with the title of the publication from which it is taken italicised.

When citing a book, it is essential to give place and date of publication; the name of the publisher can also be given if so wished (but consistently). If you are giving the names of American states (to follow the city, not on its own) for the place of publication, ensure that the style used is consistent throughout. E.g. 'California', 'Calif.' or 'CA'. [Click here](#) for a list of state abbreviations.

Differentiate between a work published in several volumes (*Encyclopaedia of Islam*, Vol. 6) and a periodical that uses volume numbers (see the Lidner example below).

### **Examples**

1. Christopher S. Wren, 'Moscow's foreign policy fortunes', *International Herald Tribune*, 10 September 1976.
2. Altaf Gauhar, *Ayub Khan and Military Rule in Pakistan 1958–1969* (London, 1993).
3. David Phillips, 'Riots and public order in the Black Country', in R. Quinault and J. Stevenson (eds), *Popular Protest and Public Order* (London, 1974).
4. Robert P. Lidner, 'What was a nomadic tribe?', *Comparative Studies in Society and History* xxiv/4 (1982), pp. 689–711.

### **Short forms**

In endnotes, when a work is cited for the first time **in each chapter** in the notes, give the reference in full in the form detailed above. If a note refers to the same source as the immediately preceding citation, use 'ibid.', with a page reference if required. For later references that are not immediately adjacent in the Notes, use the short-title system:

5. Gauhar, *Ayub Khan*, pp. 13–18.
6. Ibid., p. 27.
7. Phillips, 'Riots and public order', pp. 75–9.

### **Reports**

If you are using law reports, parliamentary papers, etc. be especially careful to ensure consistency.

For government reports, use the name of the government department if there is no obvious author; do not use HMSO. If you think it will be helpful to the reader, list manuscript sources separately from published works.

### **Electronic references**

Electronic references should be included in the Notes and/or Bibliography (i.e. not placed in the main text) and should include additional details as outlined here.

Authors and copyeditors should check that they are all up to date and correct. If any are no longer functional and the reference absolutely cannot be changed for an alternative, indicate 'Link no longer working,' or similar at the end of the reference.

A book, part of a book, a journal, or a journal article which has been published and is also available on the internet should contain the usual reference details followed by the URL with the access date in brackets. For example:

1. Mike Franks, *The Internet Publishing Handbook: for World-Wide Web, Gopher, and WAIS* (Reading, Massachusetts: Addison Wesley Publishing Company, 1995). Available at [www.sscnet.ucla.edu/ssc/franks/book](http://www.sscnet.ucla.edu/ssc/franks/book) (accessed 27 June 2012).

If the reference is to a book, part of a book, journal or journal article but was published only on the internet then the entry should be as above but without the place name and publisher.

If the reference is to a message on a discussion board or social network, the entry should be as follows, giving the relevant site/forum name to replace the square brackets:

1. Author, 'Subject of message' (year), [Name of discussion board/social network.] Available at [www.url.com/extension](http://www.url.com/extension) (accessed 1 August 2011).

If the reference is to a personal email message, first make sure that the sender is happy to have their message and email address published and, if so, style reference as follows:

Author, 'Subject of message' (30 July 2012). Online. Email: [author@org.com](mailto:author@org.com).

### **Harvard system**

The Harvard system is not as easy for readers and can clutter the text. Authors should only use it when writing in a series that follows that style, or if there is a compelling reason why it would be the best form of referencing for the book in question. In the latter case, this should be discussed in advance with the commissioning editor.

If the Harvard system *is* used, ensure that it is used consistently throughout, and that in the bibliography all an author's publications are listed in the correct date-order from old to new. For example:

In the text:

(Smith 1992: 4)

In the bibliography:

Smith, John C. (1992). *Bleak Tenements*, London: Gradgrind & Weller.

If the bibliography contains more than one work published in the same year by the same author, the textual and bibliographical references must be differentiated with a lettering system in order to show that they are not the same publication. E.g. (Smith 1992a: 4) and (Smith 1992b: 55–61).

### **Bibliography**

Titles listed in a Bibliography should be given in the same format as Notes, except that the first author name should be inverted so that surname is given first. Use three em rules (Ctrl+Alt+number-pad-minus on PC, Alt+shift+hyphen on a Mac) to replace the

author's name for second and subsequent entries by the same author (but not when subsequently listed as a co-author). For example:

- Gauhar, Altaf, *Shared Horizon: Interviews with Leaders of Thought* (London, 1985).  
——— *Ayub Khan and Military Rule in Pakistan 1958–1969* (London, 1993).  
Lidner, Robert P., 'What was a nomadic tribe?', *Comparative Studies in Society and History* xxiv/4 (1982), pp. 689–711.  
Phillips, David, 'Riots and public order in the Black Country', in R. Quinault and J. Stevenson (eds), *Popular Protest and Public Order* (London, 1974).  
Wren, Christopher S., 'Moscow's foreign policy fortunes', *International Herald Tribune*, 10 September 1976.  
Wren, Christopher S. and Meilo So, *The Cat Who Covered the World* (New York, 2000).

### ***Order of entries***

**Single author:** entries should be ordered alphabetically by author surname. For multiple works by the same, single author, order chronologically by year – earliest first – and then alphabetically within a single year. Works edited by an author should be listed as a separate sequence after those that he/she has written, according to the same rules.

**Multiple author:** alphabetise by the first author's surname. When there is more than one reference by the same first-listed author, order as follows:

1. single-author works
2. works with the same first-listed author but with co-authors, in alphabetical order by co-author surname.

### ***Sections***

Authors may choose to divide the bibliography into sub-sections that are relevant to the book's content if this would be helpful for the reader. An academic book might be divided into 'Primary Sources' and 'Secondary Sources', or might be broken down further according to the type of source. Film studies books might include a 'Bibliography', 'Filmography', 'Internet Sources', etc.