LIBRARY CATS PUBLISHING HOUSE STYLE GUIDE

GENERAL

Use British spelling instead of American spelling (e.g.-ise, not -ize). Refer to The Concise Oxford English Dictionary for spelling.

PARAGRAPHS

Indent the first line of a new paragraph, except if it occurs immediately after a heading or block quote, in which case the paragraph should be full-out (start flush with the left-hand margin).

NUMBERS

Spell out numerals for numbers one to ninety-nine; from 100 upwards use figures.

Use numerical figures for sums of money.

Hyphenate spelt-out numbers (e.g. twenty-one)

Use figures to avoid too many hyphens (e.g. '62-year-old man' instead of 'sixty-two-year-old man')

ITALICS

Italicise the names of published works, except short poems or individual TV episodes.
Italicise foreign words or phrases in an English sentence, unless the word has been integrated into the English language e.g. café
Use italics for emphasis sparingly

COMMAS

Do not use serial/oxford commas unless necessary for clarity or artistic reasons.

DATES AND TIMES

Write 20 May 2022, not May 20, 2022, unless the latter is chosen for artistic reasons. Spell out century names.

When used as an adjective, hyphenate the term (e.g. 'the twentieth-century artist') Decades should be written as 1930s, not 1930's.

Express time as 8.00 am or eight o'clock, not 8:00 am

FEWER VERSUS LESS

Use fewer for countable nouns and less for uncountable nouns (e.g. fewer games) unless for artistic reasons.

CAPITALISATION

The titles of published works should have initial capitals on all significant works.

CONTRACTIONS AND ACRONYMS
Full stops should not be used with
contractions (e.g. Mr, Dr) or acronyms.

HYPHENS AND DASHES

Hyphenate compound adjectives.

Do not use hyphens between adjectives and nouns.

Use spaced en-dashes to separate parenthetical comments from the rest of a sentence.

DIALOGUE/QUOTATIONS

Use single quotation marks. Only use double quotation marks for a quote within a quote. Use a comma after a speech tag preceding a direct speech passage.

Place punctuation inside quote marks at the end of a dialogue if a full sentence is quoted. Do not capitalise the first word of quotations that are naturally embedded within a sentence.