

## HOUSE STYLE GUIDELINES

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If your book is in a series, there may be standard styles to which you will need to adhere. Please ask your series editor or MUP contact for further guidance.

## PART I: ELEMENTS OF THE BOOK

### 1 Preliminary pages

#### 1.1 Order of prelims

- ◆ Use the following order for prelim. pages. You must supply a contents list [see section 1.2 'Contents list' below].
  - Half title [MUP to supply]
  - Series information [MUP to supply if applicable]
  - Title [full title, subtitle and author's name as they are to appear in final publication]
  - Copyright page [MUP to supply]
  - Dedication/epigraph [may be moved by designer to save space later]
  - Contents list
  - Lists of plates/figures/maps/tables
  - List of contributors
  - Foreword [may appear as a series editor's foreword/preface]
  - Preface [personal note by author/editor about how the book came to be written/compiled; not to be confused with introduction]
  - Acknowledgements [may appear as sub-section of preface]
  - List of abbreviations [may appear at start of Bibliography if not used elsewhere]
  - Maps

#### 1.2 Contents list

- ◆ Use minimum capitalisation (i.e. initial capitals for first word and proper nouns only) for all headings.
- ◆ Number the chapters. Leave out the words 'chapter' and 'page' before the numbering. Use digits rather than words (unless series style is to use words); no punctuation after numbers.
- ◆ Chapter numbers should be arabic (1, 2, 3); Part numbers should be roman (I, II, III).
- ◆ Refer to lists of illustrations here as 'List of plates', 'List of figures', etc., although they should be headed 'Figures', 'Plates', etc. Otherwise the contents list should correspond exactly with the headings used in the text. [see section 2.1 'Figures or plates?']
- ◆ Do not mark stylistic features (e.g. indentation, italics (unless a word is intended to be in

italic), full capitals, bold). If you want to indicate different levels of heading, use bold or different sized type.

#### 1.3 Lists of figures/plates/tables

- ◆ Lists of figures/plates/tables should usually be included in the prelims (unless there are only very few). You must supply a separate list of captions as well as a prelims list for illustrations [see section 2.4 'Captions list'].
- ◆ Lists should be headed 'Figures', 'Plates' or 'Tables'. Use 'List of' only in contents list.
- ◆ Leave out the words 'figure', 'plate' or 'table' before the numbering.
- ◆ Make sure the descriptions given here match the list of captions in terms of italics, capitals etc. (NB italics, capitals etc. should only be used here if they are part of the caption, not for stylistic reasons).
- ◆ Use minimum capitalisation throughout.
- ◆ For illustrations, place source/permission lines in parentheses after each description (unless copyright holder specifically asks for these details to appear with the illustration, in which case, give the source/permission details in the list of captions as well as in the prelims list). For tables, source should appear below the table, not in the prelims list.

#### 1.4 Acknowledgements

- ◆ The production and publication of your book is a team effort by everyone at MUP. If you wish to acknowledge the staff at the Press, we prefer that you do not name individuals.

### 2 Illustrations/tables (text references)

- ◆ This section gives a summary of how to treat references to illustrations/tables in the text.
- ◆ For all illustrations you must supply (ideally) an original that can be scanned and reproduced without alteration; otherwise, an image that can be redrawn. If you wish to supply illustrations on USB drive, you must contact MUP. You must also supply a photocopy of each illustration. ALL originals (including slides and transparencies) and ALL photocopies must be numbered. The numbered originals and photocopies must correspond to the list of illustrations and the captions list [see section 1.3, 'Lists of figures/plates/tables' and 2.4, 'Captions list'].

## 2.1 Figures or plates?

- ◆ Refer to colour illustrations as 'plates'. These will usually appear together in a separate section. All other illustrations, including integrated photos and diagrams, should usually be referred to as 'figures'.
- ◆ Do not shorten 'figure' to 'fig.' in text references.

## 2.2 Positioning

- ◆ The position of illustrations should be indicated by inserting '[figure 1 near here]' with space above and below. Text references, e.g. '(see figure 1)' should usually be included in the text. Tables may be either integrated or separated from the typescript; if separated, they should be indicated like illustrations '[Table 1. Near here]

## 2.3 Numbering

- ◆ If there are different types of illustrations, figures (maps, diagrams, etc.) and plates (prints, photos, etc.), distinguish the numbering systems: figures by chapter (1.2, 1.2, 2.1, 2.2 etc.) or consecutively through the book, plates throughout the book (1, 2, 3 etc.).

## 2.4 Captions list

- ◆ Do not include punctuation after figure/plate/table numbers in preliminary lists or captions.
- ◆ Illustrations: You must supply a separate captions list for illustrations; these captions will appear with the illustrations in the book, rather than in the prelims list. The captions may contain the same information as the prelims list or they may give further details about the illustration. Source/permission details for illustrations should be given only in the prelims list (not in the captions) unless the copyright holder specifically requests the information to appear with the illustration.
- ◆ Tables/diagrams: There is no need to supply a separate list of captions for tables or diagrams (as long as each caption appears with the table/diagram itself). If source/permission line is to appear with a table or diagram (i.e. when it is not the author's original work), it should be placed immediately below the table/diagram. Table/diagram headings should appear above the table/diagram.

## 3 Headings

- ◆ Use minimum capitalisation in all headings: i.e. use initial capitals for first word and proper nouns only.
- ◆ Use arabic numbers (1, 2, 3) for Chapter headings (unless series style is to spell out).
- ◆ Use roman numerals (I, II, III) for Part headings.
- ◆ Do not use punctuation after Part/Chapter numbers.

### 3.1 Subheads

- ◆ Avoid numbered subheads unless absolutely necessary (i.e. for cross-referencing purposes).
- ◆ To distinguish levels of subheads, use bold or different sized type.
- ◆ Use no more than three levels of subhead unless absolutely necessary.
- ◆ Do not use just numbers as subheads, as this doesn't convey any useful information to the reader.
- ◆ If you want to indicate a break between paragraphs to show the start of a new section, but do not want to include a subhead, include a line space (NB Do not use asterisks; do not include line spaces between all other paragraphs). Text following line space should start full out not indented.
- ◆ It is not house style to list subheads in the contents page

## 4 Quotations

- ◆ Quotations less than about five lines long should be integrated (i.e. run on in the text) and placed in single quotation marks.
- ◆ Quotations longer than about five lines should be extracted (i.e. begun on a separate line and indented with a space above and below; no quotation marks).
- ◆ Use ellipses (three unspaced dots with space before and after) to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets round ellipsis only where a large chunk of text is omitted.
- ◆ Indicate whether italics occurred in the original or have been added by you (either in parentheses or in a numbered note).
- ◆ Use square brackets to indicate material that has been added by you.
- ◆ Double check that all quotations are correct. This is not the copy-editor's job.

#### 4.1 Integrated quotations

- ◆ Use single quotation marks. Double quotes should be used only for a quotation within a quotation.
- ◆ When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation.
- ◆ Whether or not the source is to appear with the quotation depends on the referencing system used. [See section 5, 'Notes/references/bibliography'.]
- ◆ If the source appears with the quotation, place it in parentheses after the closing quotation mark but before the final full point.
- ◆ If verse is integrated, use a stroke to indicate a line break.

#### 4.2 Extracted quotations

- ◆ Use no quotation marks at start/end; use single quotation marks within extracts. Place the source line (if it is to appear here rather than in a numbered note) in parentheses immediately after the closing full point with no further punctuation after it.

#### 4.3 Translations

- ◆ If quoting from a non-English source, the quotation should usually be in the original language. Give translation (either author's or from a published translation) if reader is unlikely to understand original language. The translation should usually appear in the text in parentheses immediately below the quotation but can be given in a numbered note if preferred. Alternatively, the translation can be given in the text and the original quotation in a numbered note. You can indicate in the preface the overall editorial policy used for translations. Particular points relating to individual translations can be given in the notes (if numbered notes are being used).

##### 4.3.1 Author translating quotation

- ◆ Quotation is followed by translation in parentheses. If using notes, place note number after original quotation, and give reference in note; if using author-date system, give reference in parentheses after quotation.

**Integrated quotes (single quote marks, double for a quote within a quote)**

'Quotation quotation quotation' (author, date, pp) (Translation translation translation)  
or

'Quotation quotation quotation'.note  
(Translation translation translation).

##### Extracted quotes

Quotation quotation quotation. (author, date, pp)  
(Translation translation translation.)

or

Quotation quotation quotation.note  
(Translation translation translation.)

##### 4.3.2 Translation of quotations from a different published source

- ◆ Both the original and the translation sources should usually be referenced. But if the translation has been published, you may prefer not to cite the original as well.

##### Integrated quotes (translation also in quote marks)

'Quotation quotation quotation' (author, date, pp), 'Translation translation translation' (author date pp).  
or

or

'Quotation quotation quotation', 'Translation translation translation'.note

##### Extracted quotes (parentheses not used, as translation is from a published source)

Quotation quotation quotation. (author, date, pp)  
Translation translation translation. (author, date, pp)

or

quotation quotation quotation.  
translation translation translation.<sup>note</sup>

#### 5 Notes/references/bibliography

- ◆ Ideally use either an author-date system or a short-title system with numbered endnotes/footnotes. [See section 5.2.1, 'Endnotes or footnotes?']
- ◆ You may want to use the author-date system for references and a numbered note system for other information not part of the running text; in this case, any references in the notes should also use the author-date system. Do not start a short-title notes system and then place page references in the text. This is confusing for the reader as the source is not always clear and it is time-consuming tracing the original reference in the text.

- ◆ If you use an author-date system, do not then just give author and date in the notes (this is not helpful to the reader).
- ◆ For multi-author books, ensure a consistent system is used throughout the book.
- ◆ If possible print notes and bibliography/ references with hanging indent (but don't insert tabs) so that it is immediately obvious where each new entry starts.

### 5.1 Author-date system (or Harvard system, esp. used in social sciences)

- ◆ References within the text and after extracts should be cited by the author's surname and year of publication (and page number if necessary), e.g. Smith (1979: 80), or (Smith, 1979: 80). If citing more than one work together, use semi-colons to separate. Indicate on the author stylesheet what order you have used (e.g. chronological, alphabetical).
- ◆ Distinguish two or more works published in same year (1996a, etc.). These should be labelled a, b, c etc. according to the order in which they are cited in the text.
- ◆ Give full details of the publication in a list of references or in a bibliography. It is acceptable to use et al. in the text for works with more than two authors but you should give all authors' names in the references/bibliography (unless there are more than three).
- ◆ If numbered notes are used to give information other than references, any references that appear in the notes should also use the author-date system.

### 5.2 Short-title system with numbered notes

- ◆ Try to keep notes brief. Incorporate material into the main text if necessary.
- ◆ Use superscript arabic numbers within the text (1 etc.). These should be numbered in sequence by punctuation and have no punctuation of their own.
- ◆ Use corresponding arabic numbers in the notes. These should be full size, not superscript (unless footnotes), and should have no punctuation after the number.
- ◆ Give full details of each publication the first time it occurs, in a list of numbered notes. The notes can appear either at the end of each chapter under the heading 'Notes', or grouped at the end of the book under a main heading 'Notes' with subheads 'Chapter 1', etc., or as footnotes. Full details can be given at either the first occurrence in each chapter (useful

in edited collections and heavily referenced books) or at just the first occurrence in the book. Indicate which style you have used on the author stylesheet.

- ◆ On second and further references cite only the author's surname and the title, shortened if necessary.
- ◆ Ensure any shortened forms are still meaningful (see examples below).
- ◆ Other information may be given in notes, but this should be kept short; avoid extracts.
- ◆ *Ibid.* is acceptable; do not use *idem*, *loc. cit.* or *op. cit.* (NB *Ibid.* refers specifically to the last reference used.)
- ◆ If you include a full bibliography with the short-title system of reference, you can use just short titles throughout the notes if you prefer. Indicate this on the typescript stylesheet.

### 5.2.1 Endnotes or footnotes?

- ◆ Consider which system is most useful to the reader.
- ◆ If the book is in a series, follow the series style.
- ◆ Our house style is to use endnotes (either end of chapters or end of book) for technical reasons but if you wish to use footnotes please tell us when you submit the typescript.

## 5.3 Types of references

### 5.3.1 Books

- ◆ Book titles: use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks. For pre-twentieth-century works, either follow capitalisation as in original title or standardise throughout (be consistent and indicate on the author stylesheet which style you have followed).
- ◆ Chapter titles within books: be consistent, use either title or minimum capitalisation; roman (not italic) in quotation marks.
- ◆ For all book references, give both place of publication and publisher if possible, otherwise place only (whichever style, be consistent). Spell out university presses (e.g. Manchester University Press, not MUP).

**single author of a book:** C. O'Grada, *A Rocky Road: The Irish Economy Since the 1920s* (Manchester: Manchester University Press, 1997), pp. 12–15. (subsequent references would be in the form O'Grada, *A Rocky Road*, p. 4 etc.)

**joint author of a book:** R. Kilborn and J. Izod, *An Introduction to TV Documentary* (Manchester: Manchester University Press, 1996), pp. 211–12. (subsequent references: Kilborn and Izod, *An Introduction to TV Documentary*)

**single editor of a book:** L. Russell (ed.), *Colonial Frontiers: Indigenous-European Encounters in Settler Societies* (Manchester: Manchester University Press, 2001), pp. 33–6. (subsequent references: Russell (ed.), *Colonial Frontiers*)

**joint editors of a book:** R. Harding and W. E. Paterson (eds), *The Future of the German Economy: An End to the Miracle?* (Manchester: Manchester University Press, 2001), pp. 61–9. (subsequent references: Harding and Paterson (eds), *The Future of the German Economy*)

**single author of a chapter within a book:** D. Shepherd, 'Bakhtin and the reader', in K. Hirschkop and D. Shepherd (eds), *Bakhtin and Cultural Theory* (Manchester: Manchester University Press, 2nd edn, 2001). (subsequent references: Shepherd, 'Bakhtin and the reader')

**single author of a chapter within a book of a work already cited:** T. Eagleton, 'Bakhtin, Schopenhauer, Kundera', in Hirschkop and Shepherd (eds), *Bakhtin and Cultural Theory*.

**modern editor of a dated work:** Fanny Burney, *Camilla: or A Picture of Youth*, ed. Edward A. Bloom and Lillian D. Bloom (London: Oxford University Press, 1972).

**translation:** Lara-Vinca Masini, *Art Nouveau*, trans. L. Fairbairn (London: Thames & Hudson, 1984).

### 5.3.2 Journals

- ◆ Journal titles: always in full (unless list of abbreviations given or full form given at first occurrence); initial capitalisation; italics.
- ◆ Article titles: minimum capitalisation; roman (not italic) in quotation marks.
- ◆ Give volume number (this can appear in either arabic or roman numerals but once the style is chosen it must be adhered to for every journal); part or issue number (only necessary if each issue is paginated individually; use arabic numbering) separated by colon (no need to use vol., no., p.); include parentheses round the year.  
e.g. M. M. Postan, 'Credit in medieval trade', *Economic History Review*, 3:6 (1928), 66–7.

### 5.3.3 MSS and other unpublished sources

- ◆ Unpublished books, theses and dissertations should be roman in quotation marks; use initial caps; give type of document, place of publication and date. J. Cheshire, 'Early Victorian Stained Glass' (PhD dissertation, University of Exeter, 1998).
- ◆ Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- ◆ Titles of individual manuscripts should be roman in quotation marks.
- ◆ Titles of manuscript collections should be roman without quotation marks, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned, e.g. British Library, Additional MS 2787.
- ◆ Parts of the reference may be abbreviated, provided that the abbreviation is explained or self-explanatory, e.g. ULC Add. 3963.28. The full reference should always be given at the first occurrence.
- ◆ For references to folios use fo. and fos, or fol. and fols, rather than f. and ff.

### 5.3.4 Government and official sources

- ◆ Ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:
 

1–4222	1833–69
C 1–9550	1870–99
Cd 1–9239	1900–18
Cmd 1–9889	1919–56
Cmnd 1–9927	1956–86
Cm 1–	1986–

Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., col., cols) before the appropriate numbers.

### 5.3.5 Archival sources

- ◆ Use the following order: place, reference no. of file, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell 'Money', 6 August 1952, p. 2.



### 5.3.6 Newspaper articles

- ◆ Use the following style for newspaper articles, giving the author's name if possible:  
P. Barratt, 'The Big Fella: Michael Collins at the Movies', *Irish Times* (12 October 1996), p. 2.  
  
Do not include *The* as part of newspaper titles (*The* should only be used for *The Times* and *The Economist*). When included as part of a sentence, use 'the *Observer*' etc.

### 5.3.7 Internet sources

- ◆ Do not include `http://` if `www` is included.
- ◆ Do not underline or italicise. Do not include brackets.
- ◆ Include a full stop after the address if it occurs at the end of a sentence or note. Give dates when the sites were accessed.
- ◆ Internet addresses in the bibliography can be given under the author's name if appropriate. Otherwise, list them under a subheading of 'Internet sources'. If you include full stops at the ends of entries in the bibliography, then include them after internet addresses.

### 5.3.8 Foreign titles

- ◆ Publications in all modern European languages except French capitalise the initial letters of the first word and proper nouns only (all nouns in German).
- ◆ French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps, e.g. *Les Femmes savantes*, *La Folle Journée*, but *A la recherche du temps perdu*.
- ◆ Use initial caps for all journal titles.

## 5.4 Bibliography/References

### 5.4.1 'References' or 'bibliography'?

- ◆ 'References' contain only and all the publications cited in the text. They usually appear at the end of each chapter for multi-author books and at the end of the book for other books.
- ◆ A 'Bibliography' can contain either fewer or more than the publications cited: if it contains fewer, it is called a 'Select bibliography'.
- ◆ Use correct heading: Bibliography (all titles cited in notes and possibly some other sources), Select bibliography (some but not all works cited, and possibly some other sources),

References (for author-date system), Further reading (not including works cited).

### 5.4.2 Styles

- ◆ Ordering: works should be ordered alphabetically; surname should precede first name or initials (spaced). Works by the same author can be ordered either alphabetically or by date (always by date in author-date system). Articles and books can be mixed together. Original works precede works edited by the same writer; works by single author precede joint works. Either repeat the author's name or use a double hyphen:  
Smith, A.  
  
Smith, A. (ed.)  
  
Smith, A. and B. Jones [initials for second and subsequent authors do not need to be inverted]
- ◆ If the author-date referencing system has been used, the date of publication should appear immediately after author name/s e.g. Smith, A. (2009). Works published in the same year should be distinguished 1996a, 1996b etc. according to the order in which they are cited in the text
- ◆ Whatever ordering principles you follow, be logical and consistent. Indicate on the author stylesheet which system you have followed.
- ◆ Ensure all bibliographical references correspond exactly to those in the end/footnotes in terms of spelling, capitalisation, hyphenation, etc.
- ◆ For multi-author works, all authors' names should be given (unless there are more than three), though et al. is acceptable in notes.
- ◆ For chapter/article references, either include or omit page spans throughout.

## PART II: GENERAL STYLE NOTES

### 6 Punctuation/spelling

#### 6.1 Punctuation

- ◆ Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- ◆ Initials: forename initials should be spaced (T. S. Eliot, not T.S. Eliot); all other initials are unspaced. [See section 9, 'Abbreviations'.]
- ◆ Parenthetical dash: use a spaced dash to indicate a parenthetical dash (indicate in typescript by a single hyphen with a space either side).
- ◆ Parentheses: as a general rule use parentheses not square brackets within parentheses.
- ◆ Quotation marks: use single quotation marks. Only use double quotation marks for a quote within a quote.

#### 6.2 American v. UK spelling

- ◆ Use UK not American spelling. (However, retain American spelling in American proper names, such as Pearl Harbor, and in quotes.)
- ◆ *The Oxford Dictionary for Writers and Editors* (Oxford University Press, 2nd edn, 2000) is an extremely useful guide. If in doubt, follow this.
- ◆ Exceptions to ODWE: use ~ise/~yse, not ~ize/~yze; encyclopedia/esthetic/etiology/fetus are acceptable (although ae/oe spellings may still be used).

#### 6.3 List of problem words

- accommodate
- ageing (not aging)
- appendices (not appendixes)
- enquiry (but inquiry for official investigations)
- focused (not focussed)
- fulfil (not fulfill)
- gram (not gramme)
- judgement (but judgment in legal works)
- kilogram (not kilogramme)
- manoeuvre (not maneuver)
- programme (but computer program)
- sceptic (not skeptic)
- skilful (not skillful)
- a hotel (not an hotel)

### 6.4 Foreign words/phrases

- ◆ No accents on anglicised foreign words like elite, naive, role, etc., or on capital letters.

### 7 Capitalisation

#### 7.1 Minimum capitalization

- ◆ Use minimum caps for all headings (i.e. initial cap. for first word and proper nouns only).
- ◆ MUP prefers a policy of minimum capitalisation for words in the text and titles (only using initial capitals where essential). However, should you strongly prefer initial capitals for certain terms, please bear in mind the following guidelines, be consistent and indicate on the typescript stylesheet which styles you have used.

#### 7.2 Job titles/affiliations/subjects

- the King (referring to a specific individual), but a king
- Member of Parliament
- the President, but a president, presidential [NOTE: for Vice-President and other compound titles, capitalise both initials]
- the Prime Minister, but a prime minister
- the Professor of Political Science, but a professor of political science

#### 7.3 Institutions/organisations/places

- the Church (institution) but the church (building)
- the Crown (meaning the monarchy)
- the Government (specific) but government (general)
- House of Commons/Lords (always initial caps.); also the House
- Liberal (use cap. only for Liberal Party or party member); also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England
- the Parliament (but parliamentary)
- the Senate (always cap.)
- the State (when referring to political communities)
- the West, Western Europe, etc., but western England



## 8 Numbers

### 8.1 When to spell out

- ◆ Spell out numbers (whether ordinal or cardinal) below 100: 'one, first'.
- ◆ Exceptions: a series of numbers appearing close together in a mixed sequence (under and over 100), in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand); always use digits with 'per cent' (NB 'per cent' rather than % except within tables and diagrams).

### 8.2 Elision/spacing

- ◆ Use minimum digits in number spans (e.g. 133–4, not 133–34 or 133–134; 160–1, not 160–61 or 160–161), except for the teens (e.g. 112–13, not 112–3).
- ◆ Numbers greater than 999 should show a comma after the thousands digit (3,500, 11,650, etc.).

### 8.3 Units of measurement

- ◆ Use metric units of measurement; no 's' to appear in plural (5 kg, not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d
- ◆ Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out (5 cm, but five centimetres); as a rule, use abbreviated forms, except for per cent.
- ◆ Always put a number either side of a decimal point, e.g., 0.6 (not .6).

### 8.4 Dates

- Use the style 31 January 1986, not 31st January or January 31.
- Elide years to double digits: use 1985–86, not 1985–6, or 1985–1986; but 1999–2001, 2001–3. (NB 1985/86 may be used where years form a unit such as a financial year.)
- BC years must be given in full: 536–514, not 536–14.
- Spell out 'nineteenth century' (not 19th) but use 1800s (NB hyphenate only when attributive – e.g. 'nineteenth-century furniture' but 'in the nineteenth century').
- Use 1930s, not thirties, 30s or '30s.

- Do not use vague phrases such as 'over the last few decades', 'in recent years', 'currently', which will be misleading for readers the longer the book is in print; be more specific, use 'since the mid-1970s', 'between about 1970 and 1980', 'until early 1990', etc.

## 9 Abbreviations

### 9.1 General notes on abbreviations

- ◆ As a general rule, avoid uncommon abbreviations. If used, explain at their first occurrence and/or list in the prelims. A list of abbreviations may appear at the start of the bibliography if the abbreviations are not used elsewhere.
- *idem*, *loc. cit.*, *op. cit.* should not be used.
- '&' may be used for names of companies, institutions, etc. (e.g. Faber & Faber) but use 'and' when referring to two authors of a publication.
- cf. (roman, not italic): note that cf. means 'compare', not 'see'.
- fos for 'folios', not ff., which means 'following'.
- ll. ('lines') should be avoided as this can be confused with roman numeral II or arabic number 11: spell out instead.
- v. not vs. (roman, not italic).

### 9.2 Punctuation/spacing

- ◆ Use full points after abbreviations (e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Rev., ed.).
- ◆ Do not use a full point after units of measurement (kg, mm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV) except name initials which should also be spaced (T. S. Eliot).
- ◆ Insert a space after p., no., vol., fos (p. 67, not p.67).

### 9.3 Presentation in the text

- ◆ The full form of abbreviations (except those used in references, such as i.e., ed., vols etc.) should be used at the first occurrence in the text (or in each chapter if it is an edited collection), followed by the abbreviation in parentheses not square brackets. The abbreviation only should be used thereafter (unless the context demands that the full form should be used).

- ◆ If abbreviations are used in more than one chapter, consider whether a list should be added to the prelims. This should be in two columns, ordered alphabetically by the abbreviation.

## 10 Italic/bold

### 10.1 When to use italic

- ◆ Use italic for:
  - titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, TV/radio programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.)
  - long poems (e.g., *Four Quartets*), but roman and quotation marks for short poems
  - titles of paintings and sculptures
  - names of ships
  - genera, species and varieties
  - foreign terms/phrases (except anglicised terms, such as 'elite', 'role', 'naive', which also appear without accents, and phrases which are quotations)
  - names of parties in legal cases (but v. is roman: NB use v. not vs.)
  - stage directions
  - *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, i.e., e.g. are roman
- ◆ Avoid using italics for emphasis unless absolutely necessary.
- ◆ Italics may be used for key terms/glossary terms, in which case they should not be used for emphasis elsewhere.

### 10.2 Note on use of bold

- ◆ As a general rule, avoid using bold type. If emphasis is required for key terms/glossary terms, use italic.
- ◆ Headings, contents, list of figures, etc. will be marked up later and should be typed in roman (unless bold is being used to distinguish different levels of heading).

## 11 Note on bias

Avoid using terms and phrases that express gender, racial or other bias.

### 11.1 Examples

- humanity or humankind, not mankind
- workers or workforce, not workmen
- chairperson or chair, not chairman
- artisan or craftsperson, not craftsman
- firefighters, not firemen
- manufactured, not manmade
- ancestors, not forefathers
- senior citizens or the elderly, not old people
- person with a disability, not cripple or handicapped/retarded/disabled person

### 11.2 Racial/ethnic groups

- ◆ Be specific and accurate when referring to a racial, ethnic or national group. For example: aborigine signifies the original inhabitants of any country; for native Australians use Aborigine (cap A)
  - Afro-Caribbean, African or black African, Afro-American, etc., are preferable, although black people/blacks (lower-case b) are acceptable when referring to people of black-African origin
  - Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible
  - black refers to people of black-African origin and does not include people of Asian or Arabic origin [See under Afro-Caribbean, above]
  - coloured people: avoid this term; specify racial/ethnic origin
  - Eskimo: use Inuit instead
  - Europe includes East Europe and cannot be substituted for West Europe or European Community
  - Indian: use Native American or Native Canadian to refer to American Indians, not Indian (this signifies a native of India) or Red Indian
  - North America: remember that this includes Canada and Mexico; use United States if this is what is meant
  - use 'in Britain' not 'at home' etc.
  - 'Britain' includes England, Scotland and Wales; the UK also includes Northern Ireland. Use England/Britain/UK accurately

### 11.3 Avoiding gender bias

Use 'he or she', 'her or him' (note alphabetical order), not just 'he', except to avoid a clumsy

construction: in this case, reword in plural if possible; otherwise alternate use of 'he' and 'she' in examples. Do not use 's/he'.

- ◆ Do not refer to objects or places, such as ships or countries, as 'she': use 'it'.
- ◆ Be careful not to make assumptions about, for example, the predominant sex in a particular profession/trade. Repeated in writing style sections

## SUBMITTING ILLUSTRATIONS AND DIAGRAMS

All illustrations/figures etc. should be included when submitting the final typescript. Production will not begin until MUP has these. Bear in mind that it may take some time to obtain permission and originals.

### 1 Illustrations (black and white; colour; line drawings)

#### 1.1 Presentation

- ◆ For all illustrations you must supply:
  - a high-resolution digital file
  - a hard copy print of each image
  - a list of illustrations to appear at the front of the book
  - a list of captions that will appear with the illustrations

#### 1.2 Originals

- ◆ Photographs (halftones) should be supplied as high-resolution files. Images should have a minimum resolution of 300 ppi (pixels/dots per inch) at their final size of reproduction. Files should be in TIFF or high-quality (minimum compression) JPEG format.
- ◆ Files should be obtained from professional digitisation services (within libraries etc.), commercial photographic libraries and professional illustrators/cartographers etc. Images captured from web pages are not acceptable.
- ◆ Line drawings (maps, charts etc.) should be supplied as professionally-prepared vector artwork in EPS format or 1200 ppi line-art in TIFF or JPEG format.
- ◆ For original archival images you possess personally – such as photographs and prints – MUP can arrange digitisation on your behalf. Photocopies or toner/ink-jet print-outs are not acceptable as originals for digitisation.
- ◆ Do not supply images embedded within a word processing or spreadsheet document.
- ◆ If you have difficulty in obtaining originals of the requisite quality or do not understand the specifications, please contact MUP for advice.

#### 1.3 Layout preferences

- ◆ If you wish to provide guidance on the relative importance of the illustrations, please indicate

this on the numbered hard copy print e.g. 'full-page', half-page', etc., and give any relevant information, e.g. importance of detail, cropping, orientation. Illustrations will not be changed at proof stage.

#### 1.4 Permissions

- ◆ You must clear all permissions before submitting the final typescript; copies of all correspondence should be included.

#### 1.5 Numbering

- ◆ ALL originals must be numbered. Please show the number and file name on the hard copy print. If an illustration actually consists of more than one picture, put the number in brackets (e.g. Fig. 1 (a–c)). The numbers must correspond to the list of illustrations and the captions list.
- ◆ You must include a list of illustrations to appear at the front of the book (including source and permissions details) and a separate captions list (without source and permissions details). Use digit only (do not include 'figure' or 'plate'); use minimum capitalisation.
- ◆ Refer to black-and-white illustrations as 'figures'; refer to colour illustrations as 'plates'.
- ◆ If you do not refer to the illustrations in the text and they are to be integrated, indicate in the margin where they should appear.

## 2 Diagrams (e.g. graphs, maps, bar charts) generated by author

#### 2.1 Presentation

- ◆ All figures should be presented as high-quality digital files (see below) with a hard copy print of each image. Each figure should be on a single sheet, separated from the typescript. If a diagram is not the original work of the author, there should be a source line underneath. The heading should appear above the figure. All figures will be reproduced in black and white and therefore must not be submitted in colour.
- ◆ Do not use background shading unless absolutely essential. If any text is to appear against background shading, then the maximum tint should be 10%. Hatching, dots etc. are preferable to different shadings, as shading can become indistinguishable when reproduced. If shading is used, there should be a minimum of 25% difference between adjoining tints.
- ◆ Bar charts should be two-dimensional, not three-dimensional.

- ◆ Ensure that axis lines are thick enough to reproduce. Very thin lines may disappear when printed.
- ◆ Maps should include a scale, direction indicator (N) and, if appropriate, a key. The key should be large enough to reproduce clearly when scaled down.
- ◆ Use minimum capitalisation for all labels and headings.

#### 2.2 Electronic files for diagrams

- ◆ Final figures should be supplied as professionally-prepared vector artwork in EPS format or 1200 ppi line art in TIFF or JPEG format.
- ◆ Please always supply data (e.g. as an Excel file) from which figures have been generated in case we are unable to use the electronic files.
- ◆ Spreadsheet files or presentation graphics, e.g. Excel or PowerPoint, cannot usually be imported directly into page make-up applications and therefore will not be used in their electronic form. The files will either be edited in an appropriate software application or the figures recreated from the raw data.
- ◆ Do not supply drawing program application files (e.g. Illustrator, CorelDraw etc.) The creator should use the application's export facility to produce an EPS file.
- ◆ Do not supply images embedded within a word processing or spreadsheet document.

#### 2.3 Numbering

- ◆ All figures must be numbered (usually by chapter, i.e. 1.1, 1.2 etc).
- ◆ You must include a list of figures to appear at the front of the book: use digit only (do not include 'figure'); use minimum capitalisation. There is no need for a separate captions list – captions should appear with the figures themselves.
- ◆ If you do not refer to the figures in the text and they are to be integrated, indicate in the margin where they should appear.

## GUIDELINES FOR MAKING PERMISSIONS CLEARANCE REQUESTS

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- ◆ If obtaining image files at the same time as permission to reproduce the images, please ensure that each image has a minimum resolution of 300 ppi (pixels/dots per inch) at its final size of reproduction. Files should be in TIFF or high-quality (minimum compression) JPEG format.