

Style Sheet to Guide Editing Works

Quotations

1. Use double quotation marks for verbatim quotes, direct speech and labels.
 - He was about to set off to continue the journey had they not intervened, saying, "Stay with us, for it is toward evening and the day is now far spent."
 - The word "crusade" evokes images of medieval knights brandishing their swords going on a rampage.
2. If a parenthetical reference follows the quote, a full stop is placed outside the quotation marks.
 - He was about to set off to continue the journey had they not intervened, saying, "Stay with us, for it is nearly evening; the day is almost over" (NIV).
 - Dr Look shares a pick-me-up: "Whenever I need an Instagram inspiration, I only have to picture the image of Muhammad Ali running at dawn" (*Prime*, Apr-May 2020).
3. If the quote ends in a full stop, exclamation or question mark, it should be enclosed inside the quotation marks. If not, place the closing punctuation mark outside the quotation marks.
 - "Why in the world would you do that?" I asked.
 - Did He not say, "And behold, I am with you always, to the end of the age"?
4. Put commas, colons and semicolons outside quotation marks.
 - Williams described the experiment as "a definitive leap forward"; other scientists disagreed.
5. Use single quotation marks for nested statements (quote within a quote); or when the word concerned is meant to be used ironically or differently from its original meaning.
 - "Again, I say what I have always said, 'You shall not put me to the test'," she shouted as she walked out of the room.
 - History is stained with blood spilled in the name of 'civilisation'.

Hyphenation

6. Do not use unless necessary. It is usually essential to hyphenate compound modifiers, as these aid comprehension and prevent ambiguity. A compound modifier may also require a hyphen where it appears after the verb. Example:
 - Man-eating shark
 - White-hot metal
 - Nation-building programmes (but better with nationbuilding, or bodybuilding)
 - Full-time/part-time staff
7. For words with prefixes, put a hyphen in if you can see a problem without it, but otherwise leave it out. A prefix must not be written as if it were a separate word. There are three instances where a hyphen is required after a prefix:
 - If a capital or number follows, e.g., non-EU countries, pre-1600 literature
 - If the word already contains a hyphen, e.g., non-bribe-taking politicians

- If the prefix is added to a compound word containing a white space, e.g., ‘seal killing’ would become ‘anti-seal-killing’.
However, to avoid large and overly complex modifiers, we may opt to rephrase the text instead.

8. Use hyphens for fractions or compound adjective-noun pairs. Do not use them following an adverb.
 - Common-sense ideas; an in-depth interview
 - Highly regarded, not highly-regarded

Spelling and Dictionary

9. The default is British. The Collins English Dictionary (www.collinsdictionary.com) shall be consulted if in doubt.
10. Use British spelling throughout, e.g., honour, *not* honor. Words like civilise, prioritise, etc. are to be spelt with “-ise”. This applies also to derived nouns, e.g., civilisation.

Exceptions:

- Bible translations in certain versions (e.g., Honor your father and your mother).
 - In special nouns where a tradition of naming had been established e.g., Pearl Harbor, World Trade Organization.
11. Other preferred spellings are:
 - –t, not –ed (e.g., burnt; learnt)
 - **per cent**, not percent
 - **1990s**, not 1990’s

Formatted Text

12. **Bold text** is limited only to chapter numbers, titles and first level headers.
13. *Italic text* is used for:
 - Titles of books, plays, films, music albums, paintings, sculptures, e.g., *In His Good Time: The Story of the Church in Singapore, 1819-2002; The Last Supper*.
 - But not individual poems, songs and book chapters. Instead, they are enclosed in quotation marks e.g., ‘For Emily, Whenever I May Find Her’ from the duo’s album *Parsley, Sage, Rosemary and Thyme*.
 - Individual words and complete sentences in a foreign language are usually in *italics*, e.g. *sehnsucht*, *lectio divina* etc. unless the word is in common usage or found unitalicised in the recommended dictionaries (Collins English Dictionary), e.g., *alfresco*, *Abba*, *ratatouille*, *pâté*, *baguette* and *trattoria*.
 - Emphasis e.g., Sermon 53, Dr Bobby Sng clarified: This word is a connective word. It connects what has gone on before with what would come after. Because of what has taken place, *therefore* [italics added for emphasis], this is what would take place now.

NOTE: The annotation [italics added for emphasis] will be printed, an indication to the reader that the Editor had added the italics to convey an emphasis on the word “therefore”.

Abbreviations, Contractions and Acronyms

14. Abbreviations, or words that do not end in the last letter of the word, take a full stop, e.g., Co. (company), etc. (et cetera), e.g. (example), i.e. (id est).
15. All contractions, or shortened forms **do not** take a full stop, e.g., Mr, Dr, St, Mt and Dept. Also: Rev (Reverend); Ps (Pastor) and other words that do not end in the last letter **do not** take a full stop.
16. Acronyms do not take full stops, e.g., FES, RCSI, ASEAN. Acronyms are used in its unabbreviated form at first mention in a chapter, followed by the acronym in brackets. Subsequent mentions in the chapter should use the acronym only.
17. Do not use full stops with time markers: ‘am’ (ante meridiem) and ‘pm’ (post meridiem). Use a full stop instead of a colon for the time, and close up the time and the time marker; e.g., 10.30 pm.
18. Insert a comma after e.g. (which reads: for example) and i.e. (that is).
19. For abbreviations of all academic degrees (B.A., Ph.D., etc.), omit full stops unless they are required for tradition or consistency, or when uncertainty may arise as to their placement.
20. Use full stop for contractions in names, e.g., C.S. Lewis; C.E.M. Joad
21. Abbreviations must be consistent throughout the manuscript.
22. The first time an unfamiliar abbreviated term is used, spell it in full and provide the abbreviation in brackets. The abbreviation can then be used thereafter.
 - The condition is known as Acquired Immuno-Deficiency Syndrome (AIDS).
 - Exception: Salutations such as Mr, Dr, Rev, Ps etc. that the general community/church community are familiar with need not be introduced.

Special Characters

23. The ampersand (&) should only be used where companies or familiar abbreviations do so.
 - A&E, F&B; *not* faith & charity, fruits & vegetables
24. Use closed-up em-dash (—) for text. Example:
 - She opened the door—and collapsed.
25. Use a hyphen (-) for spans/ranges of numbers, e.g., 10-15.
26. Use closed-up en-dash (Ctrl Minus) to link a city name to the name of a University that has more than one campus, e.g., the University of Wisconsin–Madison, or the University is Wisconsin–Milwaukee.
27. Insert a space after ellipses, but not before. Example:

- She stared into space... and fell asleep.
28. For ellipses that come after the end of a sentence, use a period to end the first sentence, followed by a space, then insert the ellipses. In addition, the first letter following sentence-ending ellipses should be capitalised. Example:
- She fell asleep. ... Five hours later, she woke up feeling refreshed.
29. When quoting a passage that uses ellipses points, the insertion of ellipses that is not in the original text should be distinguished by enclosing them in square brackets, e.g., “text [...] text”
30. For ellipses that come at the end of a quote, a space should be left after the ellipses, before the quote marks.
- “I have nothing more to say... ” he quipped.
31. Capitalise the word that comes after a colon.
- He could only come to one conclusion: That his children had loved him all this while.

Numbers and Time

32. If a number opens a sentence or precedes a designation with a numeral, it is always spelled out. Otherwise, spell out values of zero to nine, and use numerals for 10 or higher.
- Forty A4 sheets of paper are required for the workshop.
 - MINDEF had just procured twelve F-35 Lightning II aircraft.
 - A minimum of eight and a maximum of 12...
33. Roman numerals are only to be used in special nouns. Some examples:
- World War II
 - King Edward VII Hall
34. For measurements expressed in units, always use numerals. Put a space before the unit of measurement.
- 1.6 kg; 9 km
35. Decimals are expressed as numerals. Use them where appropriate in referring to powers of 10, i.e., millions, billions, etc.
36. Fractions are spelt, with a hyphen between numerator and denominator.
37. Percentages are not to use the % sign, except in charts and tables.
- The world population has now reached 7.1 billion people.
 - One-twelfth
 - We have seen a revenue increase of 15 per cent.
38. Times and periods are written such:
- 8 am (put a space before ‘am’)
 - nine in the morning; 10 at night
 - from 11 am to 2.15 pm

- *end of Style Sheet*

