Author Hub.

Style Guide

CAMBRIDGE
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Contents

4.   Subject-Specific Style Notes

1. Requirements

Typescripts with poor or inconsistent styling can be delayed through production. We therefore require the following:

- Figures and tables should be decimally numbered throughout the typescript according to chapter (e.g. 1.1, 1.2, 2.1, etc.).
- Separate source files for your figures should be named using the same system.
- Each figure should have clear, numbered placement instructions in the typescript.
- Figure/table captions should include credit lines as appropriate to rights status.
- Headings should be consistently formatted and/or numbered to clearly indicate heading levels.
- The typescript should follow consistent US or UK style. We strongly encourage you to consult a style guide while writing for this purpose. The options are as follows:
  - » Some disciplines have style requirements – your Editorial Assistant will inform you if this is the case.
  - » If not, you can use your preferred style guide – e.g. *Butcher's Copy-editing* in the UK or the *Chicago Manual of Style* in the US – or the optional Cambridge style guidelines in this document (below).
- You should order frontmatter and endmatter according to the section below.
- For contributor volumes or multi-author books, we advise that you agree the following upfront with all contributors so that they are consistent across all chapters:
  - » Image numbering conventions
  - » Heading numbering/formatting conventions
  - » Which style guide you will be using
- If your content uses any special characters such as Greek letters, linguistic symbols or non-standard accents, it is essential that you use a Unicode font when creating your typescript, and provide us with a matching PDF displaying all characters correctly.

Please note: during copyediting and according to our policy, all headings in your typescript will be converted to maximum capitalisation – you can follow this rule when writing for simplicity.

2. Ordering frontmatter and endmatter

Please refer to the following list to ensure that you provide any preliminary material and endmatter in the correct order when you submit your typescript.

Please note: it is unlikely that you will include all of these. Speak to your Cambridge contact if you are unsure what is required for your book. Asterisked items are usually required for every book.

frontmatter

**Title page

Dedication or epigraph

**Table of contents

List of figures (**if you are including figures)

List of tables (**if you are including tables)

List of contributors (**if an edited volume)

Foreword

Preface

Acknowledgements

Note on the text

Chronology

Table of cases/treaties

List of abbreviations

Endmatter

Appendices

Endnotes (**if you are using endnotes rather than footnotes)

Glossary

Bibliography / List of references

**Index

3. Optional Style Guidelines

This section is designed to help in the preparation and presentation of typescripts and to establish general stylistic conventions. As discussed above, it is important to speak to your Editor to establish whether or not there are specific style requirements in your discipline. If not, you can use these guidelines, or any other recognised style guide that you prefer. Whichever system is used, an author's first priorities should be clarity and consistency. Individual typescripts may have features not dealt with in this guide, and in such cases authors are urged to consult their Editor at the earliest possible stage.

3.1 Main text

3.1.1 Spelling and punctuation

Authors should consistently adopt either British or American spelling and punctuation. For contributory books, it is acceptable for chapter authors to use either British or American spelling, and the copy-editor will not usually enforce consistency across the whole book.

British style

- British spellings (e.g. behaviour) and either -ise or -ize endings should be used throughout (e.g. organise/organize).

- Single quotation marks should be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations within quotations (which should have double quotation marks).

- Punctuation should follow closing quotation marks except when the quotation contains a grammatically complete sentence beginning with a capital, e.g. He maintained: 'The book under discussion breaks new ground.'

- The serial comma should be used consistently, if at all.

American style

- American spellings (e.g. behavior) and -ize and -yze endings should be used (e.g. organize, analyze).

- Double quotation marks should be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations

within quotations (which should have single quotation marks).

- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter).

- The serial comma should be used consistently, if at all.

On books in subjects such as philosophy, logic and linguistics, it is acceptable for authors to maintain a distinction between the use of single and double quotes if desired – for example, using single quotes when a word is mentioned, and double quotes when the word is defined.

3.1.2 Capitalisation

- The title and subtitle of your book should use maximum capitals, where every word including subordinating conjunctions (if, because, as, that etc.) is capitalised. This is sometimes referred to as title case or heading case.

- All part titles, chapter titles and headings should use maximum capitalisation, where the first and last words, and all other major words (including nouns, pronouns, verbs, adjectives and adverbs) are capitalised. This is sometimes referred to as title case.

3.1.3 Acronyms, abbreviations and initials

- Acronyms and lettered abbreviations should have no full points: NATO, USA, EU, BC, AD, etc.

- References to university presses should be spelled out, e.g. Yale University Press, not Yale UP.

- If possible, please do not begin a sentence with an abbreviation. Either expand or avoid.

- Ampersands should not be used in the text unless they are part of quoted matter.

- US should be used as an adjective only: use USA or 'United States' as the noun.

3.1.4 Contractions

- In **British style**, contractions should have no full points (Mr, St, Jr, Revd, edn), although abbreviated words not ending with their final letter and their plural forms should: vol., vols., Mass., ed., eds.

- In **American style**, contractions should have a full point (Mr., St.), as should abbreviated words in both singular and plural forms.

- 'Professor' should always be written out in full.

- Degrees may be rendered closed up with or without full points: Ph.D., M.Phil. or PhD, MPhil, etc.

3.1.5 Hyphens

- Hyphens should be used in compound adjectives and adverbs that precede the noun (e.g. 'nineteenth-century architecture', 'quick-drying cement').

- No hyphen should be used for compounds with adverbs ending in -ly (e.g. 'expertly written texts').

3.1.6 Brackets

British style

- Nested parentheses (parentheses within parentheses) should be round brackets, e.g. 'as has been noted (as Jones (1989) maintains)'.

- Parentheses around editorial interpolations within quoted matter should be square brackets.

American style

- Nested parentheses should use square brackets, e.g. 'as has been noted (as Jones [1989] maintains)'.

- Parentheses around editorial interpolations within quoted matter should be square brackets.

- Round brackets in quoted matter should be retained, even if the quotation itself is parenthesised.

3.1.7 Websites and emails

- 'Website' and 'email' should both be styled as one word.

- Please capitalise 'Internet' when referring to 'the Internet' but use the lower-case form in phrases such as 'internet resources'.

- URLs should carry final punctuation where grammatically appropriate,

e.g. 'The author's website may be visited at www.mathsite.com, which also contains further exercises.'

- URLs should not be underlined, should not be preceded with 'http://' if they begin with 'www' or similar, and should not be within angled brackets.

- Please try to avoid very long URLs because, in practice, the reader of the print version of your book is unlikely to key them in.

- If you choose to include 'last accessed' dates, please make sure these are consistently provided.

- The accuracy of URLs remains the author's responsibility.

3.1.8 Numbers

- Numbers should be consistently elided to the shortest pronounceable form (281–3, 20–4, but 215–16), or fully elided (281–282, 281–82 or 281–2).

- Percentages should be in figures, with the word 'per cent'/'percent' spelt out; exceptions to this are books containing technical discussions or a series of comparisons where a group of percentages would look better with the '%' symbol.

- It is conventional for STM titles to have numbers written out up to 10 and for H&SS titles to have numbers to be written out up to 100.

- In a discussion that includes a mixture of numbers above and below this, keep all as figures,

- e.g. 'Out of a total of 29 tests, 15 were positive, 11 were negative and 3 were declared invalid'.

- Do not start a sentence with figures. Either spell out (e.g. 'Twenty-nine tests were carried out') or avoid (e.g. 'The year 1788...')

- Centuries should be written out (e.g. eighteenth century).

- A thin space or comma should be inserted between each group of three digits for numbers of five digits or more. The use of thin spaces is strongly preferred for STM books, but in H&SS books a comma can be inserted instead into numbers of four or more digits (e.g. 3,000, 11,000, etc.). NB: in tables a space should be inserted into four-digit numbers (e.g. 1436) to maintain alignment with larger numbers.

- Numbers with units should be in figures with a thin space between the figure and the unit: 55 mm, 32 s, 4 kg.

- Numbers in numbered lists should take the form '1.' or '(1)'. Please avoid using '1', '(1).' or '1)'.

- In decimal values less than 1 there should always be a zero before the decimal point, even in numbers that can never exceed 1 (such as p values in biological statistics, e.g. p = 0.005).

3.1.9 Units

- SI units should be used throughout, with the exception of the non-SI units in current Earth Science and Medical usage (e.g. mmHG).

- Please note the following forms: cm^3 (not cc), μm (not μ), s (not sec), K (not $^{\circ}K$).

- When spelt out, eponymous units should start with a lower-case letter (e.g. joules).

- Compound units should be typed as either $mg\ cm^{-3}$ (preferred) or mg/cm^3, but not a mixture.

- Please do not allow a double slash in compound units: J/(g K s), not J/g/K/s.

3.1.10 Headings

- All headings should use maximum capitalisation, where the first and last words, and all other major words (including nouns, pronouns, verbs, adjectives and adverbs) are capitalised.

- We prefer not to number headings below <C> level (i.e. we prefer not to allow numbers longer than four components, e.g. 1.2.1.1). Lower levels should ideally be left unnumbered.

- Please do not use full points after heading numbers or at the end of headings.

- Date ranges in chapter titles and headings should not be elided, e.g. 'Robert Boyle, 1627– 1691'.

- Colons rather than en- rules are preferred in headings, e.g. 'Conceptualising the system: dealing with connectivity' rather than 'Conceptualising the system – dealing with connectivity'.

- Where possible, please avoid heading numbers beginning with '0'. For example, headings in an introductory chapter can be left unnumbered.

- Please avoid attaching note indicators to headings, instead placing the indicator at an appropriate point in the following text. A general note of acknowledgement should be presented as an unnumbered footnote on the chapter opening page.

3.1.11 Tables

- Tables should always be numbered and have a suitable caption.

- Note indicators to tables should ideally be given in the form of superscript letters in order of appearance within the table (left to right in each row, then top to bottom).The numbering for these notes should be independent of the main note sequence of the text as the position of the table may change.

- Units should appear at the end of column headings in parentheses.

- Where necessary, the source should be given in shortened form as a table source note (rather than as part of the table title). Full details of all table sources should be given in the reference list.

- Please avoid cross-references in the form 'see the table below'. Instead, use the form 'see Table 3.1'.

3.1.12 Citations and cross-references

- Use an initial capital for citations to internal elements: Chapter 1, Figure 1.1, Section 1.1.

- The following forms are acceptable when accompanied by a number: Fig., Eq., Ex. All other elements should be spelt out: Table, Section, Theorem.

- Equation numbers should be parenthesised and referred to as either 'Eq. (1.1)' or just '(1.1)'. Use 'Equation (1.1)' at the start of a sentence.

3.1.13 Quotations

- Quotations should be kept within the text if they are short (fewer than about 60 words), unless they are set off from the text because they are of particular importance or the focus of discussion. Displayed extracts should not be enclosed in quotation marks.

3.2 Reference systems and notes

3.2.1 General

- As long as adequate details are provided and they are consistently rendered, we will follow your basic style of presentation, but our preferred presentation is detailed in this guide.

- A *References* section must contain only works that are cited in the text, in conjunction with the author–date or numbered system. It should not be subdivided.

- A *Bibliography* is used in the short-title system and can contain additional material that is not cited directly in the text. It may be set out as a single alphabetical listing, or it may be subdivided into primary and secondary material.

- Where a bibliography does not contain all works cited in the text it should be headed 'Select bibliography'.

- In the case of multi-author volumes using the short-title system, the volume editor(s) will usually be responsible for collating all the contributors' bibliographies into a general bibliography at the end of the volume, editing for consistency and overlap as appropriate.

- Journal titles may be either in full or abbreviated, but should all be treated the same way throughout.

- It is conventional in STM for journal volume numbers to be bold, but roman volume numbers are more commonly used for H&SS titles.

- Page ranges for chapters may or may not include 'pp.'

- Either 'and' or '&' may be used between author names, but treatment should be consistent.

- If either the place of publication or publisher name is omitted, it should be done so consistently. Please use anglicised versions of place names where appropriate, and standardise the abbreviated form of US states, e.g. 'MA' or 'Mass.'

- In an alphabetical list of references or bibliography, the first author name for each citation must be inverted (surname preceding forename or initials).

Second and subsequent author names may be inverted or not, but should be treated consistently.

- Personal communications and unpublished data should be cited in full, and should not be included in the reference list.

- Forthcoming works should be included in the reference list only if they have been accepted for publication. They should be listed as 'in press' and updated when you see the proofs. Works that have not yet been accepted (e.g. submitted, in review) should not be in the reference list; they should be cited in the text as unpublished data or personal communications. However, dissertations, theses and technical reports are an exception.

3.2.2 Author–date system

- The author–date system (also known as the Harvard system) works well for books in STM and Social Science subjects, where the references are to secondary works rather than primary sources. It is not usually suitable for literary books, or those with references to manuscript collections, historical documents, foreign works and translations. For those books the short-title system should be used.

- The main advantage of the author–date system is that it is concise and easy for the reader to follow. As the reference is given in a short form in the text, footnotes or endnotes can be kept to a minimum.

- All published works referred to in the text must be included in one alphabetical list of references at the end of the book, or – in the case of contributory volumes – in a separate list at the end of each chapter. Similarly, all works in this reference list must be cited in the text.

3.2.3 Text citations

- Give the author's surname, date of publication and, if required, a page number, e.g. (Smith, 1998: 20) or (Smith, 1998, p. 20).

- An ampersand may be used in citations referring to two or more authors, but this should be restricted to parenthesised citations, and not to mentions of the authors in the text, e.g. 'One useful work (Smith & Jones 2004) ...' but 'The work by Smith and Jones (1996)...'

- Several citations together should be listed in either date order or alphabetical order, but not a mixture.

- Works by the same author (or group of authors) in the same year should be cited as 1998a, 1998b, etc.

- Citations to works with three authors should be given in one of the following three ways: (1) give all three names the first time, and thereafter use et al.; (2) give all three names for every citation; or (3) use et al. throughout.

- Citations to works with four or more authors should use et al. throughout.

- Please do not use 'ibid.' with the author-date system, unless it is absolutely clear which citation is being referred to in the references list.

- Do not include 'ed.' in a reference to an edited work ('Easthope 2005', not 'Easthope ed. 2005').

3.2.4 Reference list

Works by a single author should be listed before those co-written with others. Joint works may be ordered in one of three ways. Use one system throughout:

1. In strict alphabetical order by co-author, irrespective of the number of authors;

2. Arranged alphabetically for two authors then alphabetically for three;

3. Arranged alphabetically for two authors and chronologically for more than two. System (3) tends to work best if many of your citations use *et al.*

Where a work has six or more authors, you may choose to give the first three only, followed by *et al.*

Sample forms for items in the reference list are given below.

Books

<u>Single author, single volume</u>

Ratcliffe, D. A. (1993).*The Peregrine Falcon*, 2nd edn, London: Poyser.

Joint authors, single volume

Jurmain, R., Nelson, H. & Turnbaugh, W. A. (1990).*Understanding Physical Anthropology and Archeology,* 4th edn, St Paul, MN: West Publishing.

Multi-volume work

Hazel, J. A. (1987–8).*The Growth of the Cotton Trade in Lancashire*, 3rd edn, 4 vols. London: Textile Press.

Specific volume within a multi-volume work

Farmwinkle, W. (1983).Humor of the American Midwest. Vol. II of Survey of American Humor.

Boston: Plenum Press.

Journal articles

Trimble, S. W. (1997). Streambank fish-shelter structures help stabilize tributary streams in Wisconsin. *Environmental Geology*, 32(3), 230–4.

Chapters in edited books

Simmons, N. M. (1980).Behaviour .In G. Monson and L. Summer, eds., *The Desert Bighorn.* Tucson, AZ: University of Arizona Press, pp. 124–44.

Technical reports

Philip Morris Inc. (1981).*Optical Perforating Apparatus and System,* European patent application 0021165 A1.1981–01–07.

3.2.5 Numbered system

- In this system (also known as the Vancouver system) references are numbered in the order in which they appear in the text.

- The reference numbers should appear in the text as non-superscript numbers in square brackets, preceding punctuation, e.g. '[1]' or '[1–4]'. Superscript numbers are also acceptable as long as they will not be confused with note

indicators.

- There should only be one reference per number. Using one number for a group of references is not permitted.

- Where possible without losing clarity, the number should be placed at the end of a sentence or before an obvious break in punctuation.

- There is usually a separate reference list at the end of each chapter (with the numbering starting from 1 in each chapter).

- Names should not be inverted ('D. A. Ratcliffe', not 'Ratcliffe, D. A.'). The publication date should appear last for books, and preceding the page numbers for journals and chapters in edited volumes.

Sample forms for items in the reference list are given below.

Books

Single author, single volume

1. D. A. Ratcliffe, *The Peregrine Falcon*, 2nd edn(London: Poyser, 1993).

Joint authors, single volume

2. R. Jurmain, H. Nelson & W. A. Turnbaugh, *Understanding Physical Anthropology and Archeology,* 4th edn (St Paul, MN: West Publishing, 1990).

Multi-volume work

3. J. A. Hazel,*The Growth of the Cotton Trade in Lancashire*, 3rd edn,4 vols.(London: Textile Press, 1987–8).

Journal articles

1. J. H. Werren, U. Nur and C.-I.Wu,Selfish genetic elements. *Trends in Ecology and Evolution,* **3** (1988), 297–302.

Chapters in edited books

1. N. M. Simmons, Behaviour. In G. Monson and L. Summer, eds., *The Desert Bighorn*(Tucson, AZ: University of Arizona Press, 1980), pp. 124–44.

Technical reports

1. Philip Morris Inc., *Optical Perforating Apparatus and System*, European patent application 0021165 A1.1981–01–07.

3.2.6 IEEE references

This is a form of numbered referencing which may be used in Engineering titles. There are some differences in formatting to the standard numbered system.

Journal articles

[1] J. H. Werren, U. Nur and C.–I. Wu, "Selfish Genetic elements," *Trends in Ecology and Evolution*, vol. 3, pp. 297–302, Mar. 1988.

(The remaining examples in this section are taken from the IEEE Editorial style Manual.)

[2] J. U. Buncombe, "Infrared navigation–Part I: Theory," *IEEE Trans. Aerosp. Electron. Syst*., vol. AES–4, pp. 352–377, Sept. 1944.

[3] H. Eriksson and P. E. Danielsson, "Two problems on Boolean memories," *IEEE Trans. Electron. Devices*, vol. ED–11, pp. 32–33, Jan. 1959.

Books

[1] D. A. Ratcliffe, *The Peregrine Falcon*, 2nd edn. London: Poyser, 1993.

[2] N. M Simmons, "Behaviour," in *The Desert Bighorn*, G. Monson and L. Summer, Ed. Tuscon, AZ: University of Arizona Press, 1980, pp. 124–44.

Technical reports

[1] E. E. Reber, R. L. Michell and C. J. Carter, "Oxygen absorption in the Earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR–0200 (4230–46)–3, Nov. 1988.

Patents

[1] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, July 16, 1990.

Standards

[1] IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
[2] Letter Symbols for Quantities, ANSI Standard Y10.5–1968.

3.2.7 BMJ references

This is a form of numbered referencing which is sometimes used in Medical titles. There are some small differences in formatting to the standard numbered system. Please see **http://resources.bmj.com/bmj/authors/bmj–house–style** for further information.

Journal articles

Journal titles are abbreviated according to the Index Medicus.

1. Geretti AM. Epidemiology of antiretroviral drug resistance in drug–naïve persons. *Curr Opin Infect Dis 2007;* **46**: 22–32.

2. Wei X, Decker JM, Wang S, et al. Antibody neutralization and escape by HIV–1. *Nature* 2003; **422**: 307–12.

Books

1. Hankey GJ. *Stroke Treatment and Prevention: An Evidence–based Approach.* Cambridge: Cambridge University Press, 2005.

2. Coppage KH, Sibai BM. Management of severe pre–eclampsia. In: Lyall F, Belfort M, eds. *Pre– eclampsia: Etiology and Clinical Practice.* Cambridge: Cambridge University Press, 2007; 369–79.

3.2.8 Short-title system

There are two acceptable versions of the short-title reference system:

- Each reference may be given in full on its first mention, and the short-title form used for subsequent references. If there is no bibliography, then the reference should be given in full at first mention within each chapter.

- Short-title forms may be used both on first mention and for all subsequent mentions, providing that all references are included in full in the bibliography.

References in the notes and bibliography must be consistent, except that in the bibliography the author's surname and first name or initials should be inverted. 'Ibid.' can be used in the notes, but please do not use 'op. cit.', 'loc. cit.', *idem* or *eadem*.

Please list entries in the bibliography alphabetically, with works entirely written by one author coming before entries for edited works. Multiple works by the same author should also be ordered alphabetically (not chronologically). Please ensure that the date of publication follows the place of publication and name of publisher.

Full references in notes

Books

A. T. Runnock, *Medieval Fortress Building*, new edn, 2 vols. (Cambridge University Press, 1976), vol. I, pp. 135–7

Chapters in edited books

N. Chomsky, 'Explanatory models in linguistics' in J. A. Fodor and J. J. Katz (eds.), *The Structure of Language* (Englewood Cliffs, NJ: Prentice-Hall, 1964), pp. 50–118

Journal articles

A. E. Planchart, 'The early career of Guillaume Du Fay', *Journal of the American Musicological Society*, 46 (1993), 341–68

Unpublished material (including unpublished theses or dissertations)

H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished Ph.D. thesis, University of Cambridge (1984), p. 72

Short titles

Books

Rousseau and Rogers (eds.), *Enduring Legacy,* p. 45

Chapters in edited books/journal articles

Salter, 'Pilgrimage to truth', 34–5

Unpublished material (including unpublished theses or dissertations)

Southall, 'Regional unemployment', p. 72

3.2.9 Notes

- Notes should be numbered in a consecutive sequence, starting afresh at 1 in each chapter.

- Note indicators should follow punctuation. Where possible a note indicator should appear at the end of a sentence or following a natural break in the sentence.

- Note numbers must not be repeated. If you need to refer back to a citation given earlier in the chapter, use a short-title citation.

- There should not be more than one note indicator on a single word, like this.[4, 5] It is preferable that the contents of the two notes are combined.

- Generally notes should be kept brief. Source references should be given with as little additional matter as possible.

- Authors are reminded that notes are included in their contractual word limit.

3.2.10 DOI (Digital Object Identifier) numbers

DOI numbers are a way to find and read content, for example journal articles, on the Internet. If you include these in your reference list then we will retain them. Not all titles cited in a book will have been assigned DOI numbers so it's fine to include them for some references but not others. The full reference must be included as well as the DOI number, which should appear at the end of the reference with the letters 'DOI' followed by the long number. Please ensure that http:// is given at the start of the DOI address.

3.2.11 arXiv references

Like DOI references, this is a way of searching for electronic content, usually journal articles in Maths, Computer Science or Physics, on the Internet. Please follow the information for DOI numbers above. 'arXiv:' should precede the reference number.

4. Subject-specific style notes

4.1 Astronomy

- 'Sun', 'Moon', 'Earth' and 'Galaxy' should be capitalised when referring specifically to *our* Sun, Moon etc. In more general contexts (e.g. 'the moons of Jupiter', 'a galaxy cluster') they should be in lower case.

- Theories, laws and effects should have initial capitals when they are proper names, but otherwise should be lower case (e.g. 'Hubble law', 'Doppler effect', 'big-bang theory', 'general relativity').

- Roman numerals for spectra of ions should be in small capitals preceded by a space (e.g. H II).

- Star names may be written out in full (e.g. 'αOrionis') or abbreviated to the standard three-letter abbreviation (e.g. 'αOri'), with the Greek letter written out in full with or without an initial cap (e.g. 'Alpha' or 'alpha Orionis'), or using the Greek symbol (e.g. 'αOrionis').

- Right ascension coordinates may be given with superscripts (e.g. $12^h\,13^m\,30^s$ or $12^h\,13^m.5$) or without (e.g. 12h 13m 30s or 12h 13.5m).

- Where superscripted units are used, the unit should be placed to the left of any decimal point (e.g. 21° 7'.5)

- Northern declinations are written as positive, retaining the plus sign (e.g. dec. +25° 3'.7).
  Southern declinations are written as negative.

- Dates should be written in the order: year, month, day (e.g. 1998 March 13)

- Universal Time should be written in the form hours:minutes:seconds UT (e.g. 25:32:51 UT). Universal Time can be written with (e.g. 14.30 UT) or without (e.g. 1430 UT) a point between hours and minutes.

- Time can also be written as e.g. 2d 3h 5m 6s or 2.085 d

- The following abbreviations are acceptable for second, minute, hour, day and year: s, m, h, d and y.

4.2 Biology

- Latin species names should be italicised with an initial capital. 'Species' should

be abbreviated as 'sp.' ('spp.' plural).

- Italicise gene names, but not protein names.

- If authorities are used at all, they should be given after the introduction of each name.

- The genus name should always be written out at first mention. At subsequent mentions it may be abbreviated as long as there is no risk of ambiguity.

- When a genus or family name is used as a common or vernacular name it should not be italicised or capitalised, e.g. 'gorilla', not 'Gorilla'; 'cichlids', not 'Cichlidae'.

4.3 Classics

Presentation of Latin and Greek

Quotations or words in untransliterated Greek should not appear in italics or within quotation marks. They may appear in bold, but please specify this in your final typescript.

Quotations of Latin that are set off from the main text, i.e. as displayed extracts, should appear in Roman script. All other Latin should appear in italics, except for certain quotations of text from inscriptions which might be presented in non-italicised capitals. Your final typescript should make any such exceptions clear. (Please note, however, that this instruction relates to Latin written in the classical period through to the Renaissance. Latin written in the modern period should follow the same practice as for modern languages.)

Latin should not appear within quotation marks. As with Greek, bold may be used if specified in your final typescript.

In the case of quotations of Latin and Greek verse, inscriptions and papyri which are included within a paragraph of English text, line divisions should be indicated by a long downward stroke

- '|' –immediately preceded and followed by a space.

Technical terms and short phrases in transliterated Greek and Latin should almost always appear in italics, e.g. *ekklesia, demos, senatusconsultum, lex, ius.* The exceptions are terms that have become naturalised in English, e.g. polis, praetor, consul, quaestor, denarius, drachma.

Transliteration of Greek proper names

Most scholars these days writing about Greek history, literature and culture before the Roman period tend to use exact transliterations of Greek proper names, e.g. Kleisthenes, Kallias, Ephesos. It is entirely acceptable to make exceptions for the names of writers and places that are so well known that it would seem unnecessarily obfuscating to use exact transliterations rather than the commonly used forms of their names, e.g. Homer (not Homeros), Troy (not

Troia), Athens (not Athenai), Sparta (not Sparte), Crete (not Kretai), Thucydides (not Thoukydides), Plato (not Platon).

You may, however, sometimes prefer the exact transliterated form of well-known names where the changes required to the commonly used forms are minimal, e.g. Sophokles (rather than Sophocles), Herodotos (rather than Herodotus), Akhilleus (rather than Achilles). This is also acceptable.

Please ensure consistency of spelling across your book for any given name.

The following examples show partial transliteration and should instead be presented as follows: 'Korinth' for 'Corinth' – the correct transliteration is 'Korinthos'

'Attika' for 'Attica'– the correct transliteration is 'Attike'

'Aischines' for 'Aeschines'– the correct transliteration is 'Aiskhines'.

Authors writing about the Greek world in the Roman period and beyond may prefer to use the Latinised forms of Greek names. This is acceptable.

Dates

Either BCE/CE or BC/AD may be used, but this should be consistent throughout. However, in multi-contributor volumes, consistency in this respect is only required across individual chapters and not across the volume as a whole.

Numbers in BCE/BC dates should not be elided, except for official calendar years, 476/5, 331/0, 24/3.

Dates should be presented in the form: 1 March 50 BCE.

Abbreviations of ancient works and authors

Please ensure that abbreviations of names of ancient authors and works are consistent throughout the book – this applies to multi-contributor volumes as well as single-author books.

4.4 Earth Sciences and Geology

- We will follow your usage for capitalisation of geographical terms/features. Our preference is lower-case for features such as channel, crater, fault, glacier, lake, plateau, river and volcano (unless part of a proper name).

- Adjectives derived from proper names should be capitalised, e.g. Martian, Kelvin, Stokes.

- Fossil names should be italicised.

- In biostratigraphical zones, the fossil name only should be italicised, e.g. *'Didymograptushirundo Zone'* (capital Z). Often shortened to, e.g., *hirundo* Zone.

- Please differentiate between units of time (e.g. Period, Epoch, Age) and terms describing rocks (e.g. System, Series, Stage). For example, an event may occur in the Cretaceous Period and rocks are of the Cretaceous System.

- Time units may be subdivided into Early, Middle and Late. Rock units can be subdivided into Lower, Middle and Upper. Mid- may be used instead of middle.

- Geological ages presented as a range should have the oldest/largest number first (e.g. 2.3–1.9 Ga)

- It is usual to abbreviate compass points when giving the orientation of linear features, e.g. E–W, SW–NE (with en rules).

- Mineralogical endmember components are often subscript to the abbreviated mineral name, e.g. Fo_{42}

4.5 Law

Spelling, capitalisation and italicisation

- Court judgments and formal legal rulings should be spelt 'judgment', even if 'judgement' is used elsewhere (as is normal in British style).

- The word 'Act' should always be capitalised, even in non-specific references, to

avoid ambiguity, but 'bill' can be lower case. Unless a specific court is referred to by name, 'court' is normally lower case; the same applies to 'judge' and other generic terms. Titles of statutes always have the first and chief words capitalised (e.g. 'the Representation of the People Act 1911').

- The word 'article' may have either an upper case 'A' or a lower case 'a'. Whichever you decide to use, you should use it consistently.

- Please keep italic to a sensible minimum. We prefer not to italicise the following words and phrases: 'bona fide', 'caveat', 'de facto', 'de jure', 'dicta', 'dictum', 'gratis', 'habeas corpus', 'intra vires', 'mala fides', 'mandamus', 'prima facie' and 'ultra vires'.

Tables of cases and tables of statutes

Most law books will include, at the front of the book, a table of cases, a table of statutes and possibly also a table of international conventions. For example, a book on the jurisprudence of the European Court of Human Rights would include a table of cases decided by that court and might also include a table of domestic cases dealing with the same subject matter. It would include a table of articles of the European Convention on Human Rights, a table of the Rules of procedure of the Court and possibly tables of domestic legislation dealing with the same subject matter.

As a general rule, tables are more important in a book aimed at the practitioner and/or student market than one intended for an academic readership. Please consult your Editor if you would like advice on what tables to include.

Tables are normally set out as follows:

- Where international treaties are included in the tables, it is usual to put them in chronological order.

- Where international cases are included in the tables, it is usual to subdivide the tables into the various courts or tribunals that heard the cases, and then within each subdivision to list the cases alphabetically.

- Where domestic legislation is included in the tables, it is usual to divide the table according to country, and then within each subdivision to list the legislation in either alphabetical order or chronological order.

- Cases should be cited in the form Foss *v.* Harbottle. Note that the use of italic and roman is the reverse of that used for cases in the text and notes.

ECJ and ECHR cases should be listed by both number and name.

Authors should prepare and submit all necessary tables with their final typescript. Authors who wish to prepare their tables as tagged Word files, so that typescript folio numbers can be converted to proof page numbers during the typesetting process, are encouraged to seek guidance from their Content Manager at the earliest possible stage. Alternatively, tables of cases and statutes can be compiled while the book is being copy-edited, using the same procedure as for the index – see the guide *Indexing* for more details.

List of abbreviations

A list of abbreviations should, if required, be provided with the final typescript. It will usually appear as the final item in the preliminary pages, after the tables of statutes and cases. Please ensure that you have used each abbreviation consistently throughout the book. It is our house style to omit full points from abbreviations - e.g. AC, AJIL, All ER, Cr App R, Crim LR, ILR, Law Soc Gaz. Abbreviations will be set in roman; full titles of case reports and periodicals will be set in italic.

Notes, reference systems and bibliography

For cross-references in the notes, please use 'above' and 'below' rather than 'supra' and 'infra'.

As a general rule the short-title system is more suitable for law books than the author-date system.

The short-title system in the notes

A source should be given a full reference the first time it is cited in your notes. If your book has no bibliography, it is advisable to give the full reference at the first mention in each chapter. The full note reference should include the following information, in the order given below.

Full references

Full references to books:

author's/editor's first name(s) or initials

author's surname

complete title (including subtitle, if any) in italic

editor, compiler or translator, if any

series title, if any

edition, if not the original

number of volumes, if applicable

place of publication

publisher's name

year of publication

volume number (preferably in roman numbers)

page number(s)

e.g. Jean-Marie Henckaerts and Louise Doswald-Beck (eds.), *Customary International Humanitarian Law*, 2 vols. (Cambridge: Cambridge University Press, 2004), vol. I, pp. 496-8.

e.g. J. Gordley, 'Good faith in contract law', in R. Zimmermann and S. Whittaker (eds.), *Good Faith in European Contract Law* (Cambridge: Cambridge University Press, 2000), p. 93.

e.g. Alice Edwards, 'Age and gender dimensions in international refugee law', in Erika Feller, Volker Türk and Frances Nicholson (eds.), *Refugee Protection in International Law: UNHCR's Global Consultations on International Protection* (Cambridge: Cambridge University Press, 2003), p. 78.

Full references to journal articles:

author's first name(s) or initials

author's surname

title of the article (in inverted commas)

date of volume

volume number (in arabic numbers)

title of the journal

page number(s), if available (without p. or pp.)

Note also:

(1) the title of the journal, if given in full, should be italicised;

(2) where the title of the journal is abbreviated, the abbreviation should be roman (i.e., not italics), and the abbreviation should be included in the list of abbreviations;

(3) please use standard abbreviations and ensure that you have used them consistently.

e.g. J. Weiler, 'The Genscher-Colombo Draft European Act: the politics of indecision' (1983) 6 *Journal of European Integration*, 3, 129.

e.g. Antonio Cassese, 'L'immunité de juridiction civile des organisations internationales dans la jurisprudence italienne' (1984) 30 *Annuaire français de droit international* 556-66 at 566.

e.g. Sir Hersch Lauterpacht, 'Decisions and municipal courts as a source of international law' (1929) 10 *British Yearbook of International Law* 65-95 at 67.

e.g. D. Kinley, 'Direct effects of directives: stuck on vertical hold' (1995) 3 *European Public Law* 79.

Full references to newspapers, bulletins, newsletters, etc.:

Articles from newspapers, bulletins, newsletters etc. should be in the form:

J. Smith, 'WTO appoint new director-general', Financial Times, 21 December 1998, p. 5.

Full references to unpublished material (including unpublished theses or dissertations):

author's first name(s) or initials

author's surname

title of document (in inverted commas)

volume or batch number, where applicable

name of collection, if known

folio number, or call number, if known

depositary and where located (or academic institution with date for PhD theses and dissertations)

e.g. H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', PhD thesis, University of Cambridge (1984), p. 72.

Short titles

Subsequent citations in the notes to a source already given in full should take a shortened form. A shortened reference includes only the last name of the author and the short title of the book (containing the key word or words from the main title, so as to make the reference easily recognisable and not to be confused with any other work), followed by the page number of the reference. In general, titles of only two or three words should not be shortened. Do not use *op. cit* or loc. *cit.* in place of a short title.

Shortened references to books:

author's surname (no first name unless there is more than one author with the surname)

short title of the book

volume number, if applicable

page number(s)

e.g. Henckaerts and Doswald-Beck, Customary International Humanitarian Law, p. 98.

e.g. Gordley, 'Good faith in contract law', p. 93.

e.g. Edwards, 'Age and gender dimensions', p. 78.

Shortened references to journal articles:

author's surname (no first name unless there is more than one author with the surname)

short title of the article (in inverted commas)

page number(s) (without p. or pp.)

e.g. Weiler, 'Genscher-Colombo draft', 129.

<u>Bibliography</u>

Your typescript should include a bibliography if you have used the short-title system or a list of references if you have used the author–date system. A bibliography should generally contain the principal sources cited in the text and notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your book. It may be set out as a single alphabetical list or may be subdivided into primary and secondary material. A list of references should contain all works cited in the text and notes and no others. It should be presented as a single alphabetical list.

The form for entries in the bibliography is similar to that for the full note references in the short- title system (see above), except that the authors' surnames should appear before their first names or initials. A note usually cites the specific page number of the source, while the bibliography conventionally offers the page span of the entire article in a journal or chapter in an edited book.

e.g. Henckaerts, Jean-Marie and Doswald-Beck, Louise (eds.), *Customary International Humanitiarian Law*, 2 vols. (Cambridge: Cambridge University Press, 2004)

e.g. Gordley, J. 'Good faith in contract law', in R. Zimmerman and S. Whittaker (eds.), *Good Faith in European Contract Law* (Cambridge: Cambridge University Press, 2000), pp. 80–95

Citation of legislative material

(a)   Generally

Authors wishing to use UK legislative material within their book should consult the following website for guidance regarding permissions: http://www.hmso.gov.uk/legislation/about_legislation.htm

Where sections/articles of legislation are divided into numbered paragraphs, we prefer to cite these as, e.g., 'section 19(3)' and 'article IV(6)' rather than as 'section 19, para. 3' and 'article IV, para. 6'.

(b)   References to statutes

Statutes should be cited in the form 'Finance Act 1963', without a comma between the word 'Act' and the year, and with the title in Roman (not in italics). The word 'of' should not appear before the date ('of 1963') except for US statutes. Statutes are subdivided into sections, subsections, paragraphs and subparagraphs. The following abbreviations may be used when referring to statutory material:

	Singular	Plural
article	art.	arts.
Article	Art.	Arts.
clause	cl.	cll.
Order	Ord.	Ords.
paragraph	para.	paras.
rule	r.	rr.
section	s.	ss.
subsection	subs.	subss.

The § symbol (plural §§) may be used if that is the common style of citation in a particular country, but should be used consistently.

The above abbreviations should normally be used in references to specific subdivisions of legislation, except at the beginning of a sentence where the

reference is nonspecific. Thus: 'According to s. 63 ...', but 'Section 63 states ...', 'According to this section ...', etc.

(c)   References to statutory instruments

The titles of statutory instruments (delegated legislation such as Orders and Regulations) may be followed by the year and number in parentheses or they may be referred to by year and number alone. Thus: 'According to the Town and Country Planning General Development Order 1988 (SI 1988 No. 1813) ...', or simply 'According to SI 1988 No. 1813 ...'.

(d)   References to Command Papers

Abbreviations for the different series are as follows:

1-4222	1833-69
C 1-9550	1870-99
Cd 1-9239	1900-1918
Cmd 1-9889	1919-56
Cmnd 1-9927	1956-86
Cm 1-	1986 onwards

e.g. Milk Marketing Board, Report on the Dairy Industry, Cmnd 542 (1958)

(e)   References to parliamentary papers and debates

Parliamentary papers should be cited in Roman type followed, in brackets, by year, House concerned and serial number, e.g. 'Reports from the Select Committee on Agriculture (1995 HC 223)'.

References to *Hansard* should be cited thus: 'Hansard, HC, vol. 123, col. 456, 31 December 1987'.

Please use HC and HL for House of Commons and House of Lords. Pre-1909 references (before the two Houses had separate volumes) should be cited as follows: 'Parl. Deb., vol. 16, ser. 3, col. 123, 31 January 1901'.

(f)   EC legislation

OJ references should be to the English-language version of the OJ and should always be given whenever EC material (Directives, Regulations, Commission Decisions and Commission Notices) is first referred to (subsequent references *within the same chapter* to the same material need not be referenced again).

OJ references can be in the form of either 'OJ 1985 No. L372, 31 December 1985, p. 5' or 'OJ 1985 No. L372/5'. Whichever style is used, it should be used consistently.

Examples:

- Article 8(2) of the Merger Control Regulation, Council Regulation 4064/89, OJ 1989 No. L395, p. 21
- Council Directive 85/577/EEC of 20 December 1985 on consumer protection in the case of contracts negotiated off business premises, OJ 1985 No. L372, 31 December 1985
- Council Directive 87/102/EEC of 22 December 1986 on consumer credit, OJ 1987 No. L42, 12 February 1987

Note that in the second example the substantive description of the Directive, i.e. 'on consumer protection in the case of contracts negotiated off business premises', is all lower case; the titles are often so long that using upper case looks too cumbersome on the printed page.

(g)   US statutes

A USC citation should be given for all references to federal US statutes. A reference to a statute of a state of the USA should always give a citation to that state's legislative code.

Examples:

- Trade Agreements Act of 1979, § 3(a) and (f), 19 USC § 2119(a) and (f) (1988)
- Trade Act of 1974, Pub. L. No. 93-618, 88 Stat. 1978 (1975), codified at 19 USC §§ 2111-2487 (1976)
- 11 USC §§ 101 et seq. (1993)

(h)   International treaties

Whenever a treaty is referred to, the first citation within each chapter ought to give (as a footnote) its full title, its place of signature, its date of signature, and a citation for where the material can be consulted (e.g., ILM, UNTS, UKTS, TIAS, etc.). It may be helpful to consult ILR Tables of Treaties 1-125 (Cambridge University Press, 2004, ISBN 0521 80779 4) for sources of treaties. UN documents (including documents of all the UN subsidiary bodies) should be given their full UN Doc. (or equivalent) reference number on first citation within each chapter.

Example:

• Vienna Convention on the Law of Treaties, Vienna, 23 May 1969, in force 27 January 1980, 1155 UNTS 331; (1969) 8 ILM 679; UKTS (1980) 58

Subsequently, in the same chapter, this can be referred to simply as:

• Article 2 of the Vienna Convention

Use the full word 'Article' in the text, but you can (but do not have to) abbreviate it to 'Art.' (plural 'Arts.') in the footnotes. An 'Article' of an international treaty has traditionally had a capital 'A', but lower case is now acceptable.

Where Articles are divided into *numbered* paragraphs, we prefer to cite these as, e.g., 'Article 19(3)', 'Article IV(6)', rather than as 'Article 19, para. 3' or 'Article IV, para. 6'.

Where Articles are divided into unnumbered paragraphs, these will need to be cited as, e.g., 'Article 19, second paragraph'. Note that it is 'second paragraph' rather than 'paragraph 2'.

Citation of cases

(a)   UK case law

References to UK case law should cite the official law reports first if possible, e.g. [1993] 2 Ch 215; [1993] P 215; [1993] 2 AC 215; [1993] 2 QB 215. Then the WLR reference, then the All ER reference can be added. Specialist reports can be also be cited if the author thinks that a sufficient number of their readers will have access to those reports, or if the case is unreported elsewhere.

References to cases should be given in the form *Foss v. Harbottle*, the name of the plaintiff and defendant being italic, and the v. in Roman and followed by a full

point. Where the plaintiff is the state, the abbreviation R (rather than Reg.) should be used for both Rex and Regina. The names of companies should be cited as 'Co. Ltd'. Ampersands may be used in the names of companies but should not be used to join the names of two parties: thus *Smith & Co. Ltd.* but *Smith and Jones v. Anderson.*

References to law reports are conventionally in the following formats:

* [1986] AC 839 (where there is one volume per year and the year forms the number of the volume)

* [1986] 2 All ER 613 (where there is more than one volume per year)

* (1986) 279 EG 501 (where the volumes are numbered independently of the year: here, the date appears within parentheses rather than square brackets).

Note that there is no comma between the name of the report or periodical and the column/page number. References to specific pages within a report should be cited as e.g. *Brown v. Sparrow* [1982] 1 WLR 1269 at 1274-5.

Examples:

* *Moorgate Mercantile Co. Ltd v. Twitching*s [1977] AC 890; [1976] 3 WLR 66; [1976] 2 All ER 641

* *R v. Secretary of State for the Home Department ex parte Benwell* [1985] QB 554; [1984] 3 WLR 843; [1984] 3 All ER 854; [1984] ICR 723

* *Trendtex Trading Corp. v. Central Bank of Nigeria* [1977] QB 529; [1977] 2 WLR 356; [1977] 1 All ER 881; [1977] 1 Lloyd's Rep 581

References to Scottish cases do not use parentheses where the year forms an integral part of the citation of the report. Cases reported in the Sessions Cases reports are styled as, for example, *Winston v. Patrick* 1980 SC 246; cases in the Justiciary Cases reports are styled as, for example, *Mackenzie v. HM Advocate* 1983 JC 13.

(b)   EC case law

European Community cases are numbered as they are registered at one of the two Community courts: the European Court of Justice (ECJ) and the Court of First Instance (CFI, established in 1989). Since that date, ECJ cases are prefixed by 'C-' and CFI cases are prefixed by 'T-'. Before the establishment of the CFI, ECJ numbers had no prefix. ECJ and CFI cases should have both a *European Court Reports* (ECR)

reference and a *Common Market Law Reports* (CMLR) reference, if CMLR has reported it. Cases may also have an All ER (EC) reference.

Since 1989, the volume number has been given in upper-case Roman before the page number,

e.g.   [1988] ECR II-1234. Volume I contains ECJ cases and volume II contains CFI cases. Where a particular year of the CMLR report is divided into more than one volume, the volume number is given as an Arabic number before the 'CMLR', e.g. [1988] 2 CMLR 1234.

Examples:

*   Case 148/78, *Pubblico Ministero v. Tullio Ratti* [1979] ECR 1629; [1980] 1 CMLR 96

*   Case 152/84, *Marshall v. Southampton and South-West Hampshire Area Health Authority* [1986] ECR 723; [1986] 1 CMLR 688

*   Case 66/80, *International Chemical Corp. SpA v. Amministrazione delle Finanze dello Stato* [1981] ECR 1191

*   Case C-159/90, *Society for the Protection of Unborn Children Ireland Ltd v. Stephen Grogan* [1991] ECR I-4685; [1991] 3 CMLR 849

*   Case T-194/94, *Carvel and Guardian Newspaper v. Council* [1995] ECR II-2765; [1995] 3 CMLR 359

(c)   US case law

*   *Chevron USA Inc. v. Natural Resources Defense Council,* 467 US 837 (1984)

*   *NationsBank v. Variable Annuity Life Insurance Co*., 513 US 251 (1995)

*   *Franklin Savings Association v. Office of Thrift Supervision,* 934 F 2d 1127 (10th Cir. 1991)

*   *Hindes v. FDIC,* 137 F 3d 148 (3rd Cir. 1998)

*   *Branch v. United States,* 69 F 3d 1571 (Fed. Cir. 1995), cert. denied 117 S. Ct 55 (1996)

*   *Lucas v. Federal Reserve Bank of Richmond,* 59 F 2d 617 at 621 (4th Cir. 1932)

*   *Huntington Towers Ltd v. Franklin National Bank,* 559 F 2d 863 (2nd Cir. 1977), cert. denied, 434 US 1012 (1978)

(d)   Commonwealth countries

Many Commonwealth countries (e.g. Australia, New Zealand, Canada) cite cases in much the same way as in the UK, and so the comments on UK case law above will apply.

(e)   Other countries

For other countries, use a style of citation of cases that is common in the particular country, and be consistent in using that style.

4.6 Mathematics and Physics

As long as equations are consistently rendered in a style that is clear for readers, we will follow your basic style of presentation, but our preferred presentation is specified here.

Italics and Roman

- All (non-Greek) variables should be italic, except for single or many-lettered labels, e.g. T for transpose, which should be Roman.

- Upper-case Greek variables should be upright.

- Please use upright type for μ when it forms part of a unit, e.g. μg.

- Differential d, exponential e, imaginary i (or j) should ideally be Roman – but we will make exceptions if the formatting is consistent.

- Vectors should preferably be bold Roman, but bold italic, lightface with arrows over or plain italic are acceptable, depending on the discipline.

- Tensors should preferably be bold, italic sans serif, but there is no universal convention for the presentation of tensors.

Spacing

If you are preparing your manuscript in Word then please implement the following spacing conventions. This does not apply if you are using TeX or LaTeX, which automatically sorts out spacing issues.

- There should be a fixed thin space on both sides of mathematical operators, unless the operator is used to designate a positive or negative value of a number or variable:

  $x + y$ $2x - 3y = -16x$ $-3 < n < 3$ ± 8

- No space should be left between quantities multiplied together where the multiplication operator isn't shown, and there should be no space between fences and the variables on either side of them:

  $6ab$ $2x(x - 3)$ $(2x + 1)(x - 4)$ $4|n|$

- No space should be left between terms and their sub-/superscripts, or between sub-/superscripts and the terms following them:

  $6y^3$ $\sin^{-1}x$ x^2y^2 $c_e x$

- Use a fixed thin space on either side of trigonometric functions, logarithms, exponential and limit functions **unless** (a) they are preceded or followed by fences, (b) the function carries a superscript or subscript, or (c) the function is itself part of a sub-/superscript or the limit of a sigma-class symbol:

  $x \tan y$ $(ab)\sin^{-1}2x$ $\log x$ $\exp(x - 3y)$ $a^{\cos c}$

Other setting conventions

- Always punctuate displayed equations so that they make grammatical sense in the sentence in which they appear.

- Set limits on sigma-class symbols as sub-/superscripts to the symbol in running text and below and above the symbol in display - except for integrals, for which limits are always set as sub-/superscripts.

- Please avoid vertically stacked complex fractions in text. We prefer sloping fractions, except where this creates ambiguity. Simple stacks are acceptable, e.g. $\frac{1}{2}$

- Please avoid multiple stacking of fractions in display. Where fractions themselves form part of a numerator or denominator, make them sloping if this can be done without confusing the sense.

- Where breaking an equation **in text** is unavoidable, break according to the following order of preference: (1) before or after an equals sign (preferably

after); (2) before or after an addition or subtraction sign (preferably after), but not if this occurs between fences; (3) before or after a multiplication sign (preferably after), or between sets of fences where the multiplication sign is not displayed (in which case add it); (4) before a sigma-class symbol.

- Where breaking an equation **in display** is unavoidable:

  - Break before operators, not after.

  - Where the left-hand side is unchanged, align the equals sign on each line:
    $$2uv = u^2 + v^2 - (u - v)^2$$
    $$= k - (u - v)^2$$

  - Where the left-hand side is long, align the equals sign with the first operator on the first line:

    $$[(a_1 + a_2) + (a_{11}s_1 + a_{21}s_2)]/[(b_1 + b_2) + (b_{11}s_1 + b_{21}s_2)]$$
    $$= f(x)g(y) + ...$$

  - Where the right-hand side is long, align the continuing operator with the first term to the right of the equals sign:
    $$f(x) = 2k(a^2 + 5b_1)(3c - b^2c)$$
    $$+ 4ac\{a_1b_1 + [(4 - b^2)2(ab + 4ck + b^2c)]\}$$

  - If splitting between fences is unavoidable, align the continuing operator with the first symbol within the enclosed group:

    $$f(x)g(x) = \sin ab[R(2k \cos b) - 2R_0(2k \cos b)$$

    $$+ R_1(b \sin ab) + \cos b]$$

- The text of the following sections in mathematics books should be set in italics:

  - theorems

  - lemmas

  - rules

  - propositions

  - corollaries

These (also including Definitions and Examples, which should not be italic) should be numbered in a single sequence either by chapter or by chapter section. If by chapter, we would have Definition 4.1, Lemma 4.2, Lemma 4.3, Proposition 4.4, etc.

If by section, we would have Definition 4.1.1, Lemma 4.1.2, Lemma 4.2.3, Theorem 4.1.4, etc.

- Ellipses should be raised between operators (e.g. '+ ••• +') but not between punctuation marks (e.g.x^n, x^{n+1}, x^{n+2}, . . . ,x^{n+y},).

- Avoid the abbreviations 'iff' for 'if and only if' or 'w.r.t.' for 'with respect to'.

- Avoid the symbol ∀ as an abbreviation for 'for all'. Avoid the symbol ∃ as an abbreviation for 'there exists'.

- Sentences should not start with symbols or abbreviations.

- In cross-references, spell out Chapter, Figure, Section, Proposition, Corollary, etc.

4.7 Medicine

Text

- Drug names should be consistent with the standard nomenclature of either the USA (the International Non-proprietary Name, INN) or the UK (the British Approved Name).

- Generic drug names should always be given, with proprietary names, if required, in brackets.

- Generic drug names should begin with a lower-case letter, proprietary names with an upper-case letter.

- Terms that apply only to one country should be avoided (e.g. we prefer 'primary care physician' to 'GP'). Please also avoid 'NHS' and 'the Health Service'.

- Latin names of micro-organisms should be italicised and capitalised (e.g. *Salmonella enteritidis*).When used as a common or vernacular name the genus name should be in lower case and Roman, e.g. 'a salmonella infection'.

- Virus Latin names are italicised, e.g. *Enterovirus*. Common names are lower-case Roman, e.g. herpes simplex.

- 'In vitro' and 'in vivo' should be roman.

- Always use the spelling 'fetus', even in books with British spellings.

- Commonly used abbreviations do not need spelling out, e.g. CT, MRI, EEG, HIV.

Formatting

- Our preference is for references to be numbered, although we will follow your style of referencing if it is clear and consistent. For multi-contributor volumes, we prefer that the same system is used throughout the book (e.g. author–date or numbered), but if this is inconsistent we will generally not standardise across the book.

- Our preference is for American spellings, but if British spellings are used, -ize endings are preferred over -ise.

- No A or B headings to be included in table of contents (i.e. the default is just chapter title and contributor name(s)) unless specified otherwise.

- The list of abbreviations (if supplied) should be placed in frontmatter and not in the endmatter – this is often called 'Glossary' (and sometimes contains terms as well as abbreviations).

- 'Section' should be used rather than 'Part', and numbered using Arabic rather than Roman numerals, e.g. 'Section 2', not 'Part II'.

- Headings should ideally be unnumbered.

4.8 Music

- Use an en-rule between tones for melodic movement, a hyphen for harmonies (chords).

- Please ensure that primes, not apostrophes, are used in pitch notation.

- Ensure that correct music symbols, not typewriter shortcuts, have been used for tones.

- Keys should be written out.

- Catalogue initials (K, D, BWV, etc.) should not be followed by a full point and should be closed up to the catalogue number, e.g. K626, D960, BWV543.

- Please indicate clearly if chords are to be stacked, e.g. 6/4 or $\frac{6}{4}$