

Bond University



Bond University Press

Style Guide for Authors and Editors

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Bond University Press

Style Guide

This guide aims to assist the author and the publisher to create a top quality manuscript with a clear and consistent style. A well prepared manuscript will be both more efficiently processed and more cost effective to produce. Contact the BUP Coordinator on bupinfo@bond.edu.au with any queries.

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Manuscript delivery

- Use A4 page size: single-sided; *1.5 line spaced throughout (including notes, references and quotations)*; unjustified text; leave generous margins (use default setting) for copy-editor; use 11 point sized type throughout, *including notes and references*.
- Include all preliminary material (front matter): Half title page, title page, table of contents; and, if applicable, lists of illustrations, tables, contributor information, abbreviations; acknowledgements; foreword; preface.
- BUP will liaise with the author regarding the necessity of an index. The author will be responsible for preparing the index at the page proof stage.
- Starting at the introduction (or chapter 1 if no introduction) pages must be marked with Arabic numbers in a single sequence throughout the book (*not* chapter by chapter).

Digital files

Each chapter should be saved as a separate file. All preliminary matter should be saved as one file.

You must submit:

- One copy of the complete typescript, keep an identical copy with the same pagination as a reference for copy-editing queries.
- Separate electronic files of the typescript, clearly labelled (identical to the printed version, if provided).
- File submission checklist.
- Typescript Stylesheet – that notes the font/s and styles used in the document.

Labelling

- Each file name should be easily identifiable and should contain the first author's surname, the chapter number, or other relevant title: e.g. Brown_ch1; Brown_bibliography; etc.
- Provide BUP with an accurate word count for each text file.

Software

- Microsoft Word is preferred.

Formatting

Consistency is the most important element of style.

- Use Microsoft 'Styles' when formatting the manuscript to ensure consistency of headings, captions etc.
- Refer to the accompanying *BUP Style Template* and *Sample pages* for assistance.

Justification

- Justify all text to the left.

Order of preliminary material

Preliminary material (Front Matter) which will be numbered in Lower Case Roman Numerals:

- Half title page
- Blank page
- Title page
- Imprint Page
- Dedication page
- Blank
- Foreword
- Contents

- Lists of Tables and Figures
- List of Abbreviations
- Acknowledgements
- Contributor information
- Preface

(These pages will begin on odd numbered pages).

Introduction and Chapters

- The Introduction, or Chapter 1 if no Introduction, will begin with page number 1, in Arabic numerals.
- All chapters will begin on an odd numbered page. Insert blank pages for chapters that do not end on an even page.
- Each Part or section which contains gathered chapters will also begin on an odd numbered page.

Endmatter

This appears after the main text and may include some or all of the following:

- Appendices
- Glossary
- Endnotes
- Bibliography/References
- Credits/sources or Acknowledgements
- Index

Font

- Times New Roman, or Garamond is recommended.
- All text must be in true black – not automatic (default) colour.

Bold and Italic

- Use a minimum of bold and italic and use them consistently.
- Use bold only for headings.
- If using italic or bold then the font for that must be used e.g. Times New Roman Bold rather than using the Bold option in Word, if possible.
- Do not underline text. Use italic to indicate emphasis.
- Use italic font 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.);
 - 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 (NB use v. not vs.).

Spacing

- Spacing should be 1.5 for everything, including quotations, notes and captions.
- Use only one-space between words and after all punctuation, including full stops and colons.
- Only use the return key when creating a new paragraph.
- Indent the first line of all paragraphs. The first paragraph of a new chapter may be excepted.

Hyphenation and dashes

- Use hyphens only when they are part of a compound word. Turn off the automatic hyphenation function.

Spelling

- Use Australian spelling and punctuation, except for names where the spelling is Americanised e.g. Pearl Harbor.
- Use ~ise/~isation/~ising endings.
- Spell-check your typescript.

Punctuation

- Em-dashes should be used for parenthetical comments (no spacing).
- En-dashes should be used in date ranges rather than hyphens.
- Full stops are to be omitted in acronyms.
- Use full stops in 'e.g.' and 'i.e.'
- Use full stops and insert a space between personal initials, for example, C. J. Dennis.
- Contractions should not be used in academic writing, spell out each word.

Numbers

- Spell out numbers at the beginning of a sentence and those below 100: 'one', 'ninety-nine'.
- Elide numbers to minimum digits: 233–4, not 233–34 or 233–234; 160–1, not 160–61 or 160–161.
- Elide dates to double digits: 1972–75 not 1972–1975 or 1972–5 (NB 2001–2, 1999–2000);
- Numbers greater than 999 should show a comma after the thousands digit (3,500, 11,650, etc.).

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 write 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).

Fractions

- Use hyphens to express fractions in words. For example, one-fifth, three-quarters.

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.

Lists

- Lists should be kept to a minimum.

- Bullets are preferable to numbers or letters.
- The list should be indented and the bullet should be a small black circular dot.

Languages other than English

- All foreign language fonts should be identified on the Typescript Stylesheet.
- If quoting from a non-English source, the quotation should be in the original language. All translations should appear in the text in parentheses immediately below the quotation.
- Particular points relating to individual translations can be given in the notes (if numbered notes are being used).

Quotations

- Quotations longer than about three lines should be extracted (indent with space above and below).
- Quotes may be italicised.
- Quotations should not start or end in ellipses (i.e. three points with a space either side), but ellipses may be used within a quote to indicate missing words.
- Use single quote marks for integrated quotations, double quote marks for quotes within quotes.
- Quotation marks should go inside the final full stop if there is any authorial comment within the sentence; that is, the full stop belongs to the author as part of his/her sentence.
- Double-check that all quotations are correct.

Headings and Capitalisation

- Use no more than three (3) levels of headings.
- Set headings this way, for example:
 - First Level Heading (14pt bold)**
 - Second level subheading (12pt bold)**
 - Third level subheading (12pt italics)*
- Use capitals for the first letter of all key words in chapter headings.
- Initial capitals only for subheadings. Do not use any punctuation in first or subsequent subheadings.
- Avoid using all capital letters or all lower case letters.
- First level and second level, but not third level, subheadings will be included in the Contents.
- See the *BUP Style Template* and *Sample Sheet* for further examples.

Headers

- Insert a chapter header to appear on each page after the first page of the chapter.

Abbreviations

- As a general rule, avoid uncommon abbreviations. If used, explain at their first occurrence and/or list in the preliminary material. A list of abbreviations may appear at the start of the bibliography if the abbreviations are not used elsewhere.
- Abbreviations, which do not end with the final letter of the whole word, are followed by a full stop:
 - ed. (editor, edited)
 - vol. (volume)
 - ch. (chapter)
 - p. (page)
 - pp. (pages)
- Abbreviations, which end in the last letter of the whole word, should not be given a full stop:
 - Dr (Doctor)

- St (Saint)
- eds (editors)

Tables/Figures

- All graphs/tables should be constructed in Microsoft Excel. They should not be images copied from another text. All graphs/tables should be provided to the publisher in their original format. A statement should be made in the text at place of insertion e.g. “Insert Table 2 here.”
- Ensure consistency in naming style.
- All figures must be numbered according to the chapter in which they are found, i.e. Chapter 5, Figure 1 would be numbered 5.1.
- Graphs, maps, diagrams and charts are all considered figures.
- Include separate lists of tables and figures after the Table of Contents.
- Include table heading above table (minimum capitalisation) and table source below. Any notes go below source, using lower-case superscript letters as indicators, to distinguish them from the main notes.
- Check that all totals add up and that units are given in the table or column heading, not repeated within the table.
- All figures will be reproduced in black and white and therefore must not be submitted in colour. If colour is essential contact the BUP Coordinator.
- 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.
- Remember consistency in Table and Figure headings is important.

Images and photographs

- URLs for all images sourced from the internet should be provided with the manuscript.
- Photographs should be supplied as high-resolution digital 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.

Referencing

- Use *either* a numbered notes system or an author-date system.
- Advise BUP as to which author-date style has been utilised.

Reference List or Bibliography?

- 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 (doesn't include works cited).

Numbered note system

- Notes should be numbered consecutively *by chapter* and grouped together either at chapter ends or end of the book. BUP prefers the use of endnotes rather than footnotes, but if you wish to use footnotes, please specify. Use superscript numbers in the text (at break in or end of sentence, *after* punctuation); use superscript numbers in notes, no punctuation after note number.

- Give full reference details in the notes the first time a work occurs in either each chapter or in the book; use a short-title reference form thereafter. *Ibid.* is acceptable; do not use *op. cit.*, *loc. cit.*.

Author-date system

- The referencing style should be a style common to your discipline.
- Short Referencing Guides for APA, Harvard and other styles are available on the Bond University Library website: <http://www.bond.edu.au/library-and-online-resources/tools/referencing-guides/index.htm>

Edited Collections

- It is the responsibility of the manuscript editor to ensure that the style is consistent throughout the typescript before it is submitted. Contributors should be told in advance which styles to use.
- Author names should be consistently used throughout the manuscript.
- All chapters *must* use the same referencing system, i.e. repeated use of a reference should all be done in the same style.
- All chapters should be saved using the same software format.
- Pages should be numbered consecutively throughout the book, *not* by chapter.
- Edited volumes have the *References* at the end of each chapter after the notes.

Permissions

- You must clear all permissions before submitting the final typescript; copies of all correspondence should be included.
- It is the author's responsibility to obtain permission to use copyright material and to bear any associated costs.
- All material quoted and all illustrative material must be appropriately acknowledged, and a list of acknowledgements should accompany the final manuscript.
- Permission must be obtained for the following kinds of material:
 - Any 'substantial part' of any written work protected by copyright, including poems;
 - Graphs, diagrams, charts and tables;
 - Illustrations, paintings, photographs and advertisements.

Index

- The author is responsible for preparing the index at the page proof stage.
- Use lowercase for all entries other than proper nouns.
- Use subheadings to divide complex entries. Subheadings can either be chronological or alphabetical.
- Indent the second and subsequent lines of each entry.
For example:
 - funding
 - government 10, 44, 68-69
 - private 10, 69-70
- Use a *see* cross-reference to direct the reader from a heading with no page references to another. For example:
 - STD, *see* sexually transmitted diseases
- Use a *see also* cross-reference to refer the reader from one complete entry to others (note that these headings appear in alphabetical order):
 - sexually transmitted diseases, 12, 17, 33–8; *see also* AIDS; herpes

Notes for Copy Editors

- Editors will be asked to work on an electronic copy of the manuscript, and will liaise directly with the author and the BUP production team.
- The final typescript will usually be in 11 point typeface.
- Use track changes and insert comments for queries.
- Avoid using the automatic ‘find and replace’ function.
- Ensure headings are styled correctly.
- Use the Editor’s checklist provided by BUP.

Legal issues

- Identify material where copyright permissions should be sought.
- Inform BUP about any potential legal problems such as libel or defamation in the text.

Preliminary material

- Check that the preliminary material is complete and prepare a table of contents and separate lists of figures, tables and images as appropriate.
- Cross-check the wording of all text against these lists.

Chapter Headers

- If chapter titles are too long, provide a list of shortened titles to be used for this purpose.

Fact Checking

- Check places, job titles, institutions, organisations, acronyms and any other ‘factual’ material for accuracy and consistency.
- Check that all internet sources are reputable and current.
- All acronyms and abbreviations should be spelt out in their first mention in the text and if used more than once, compiled in respective lists.

Paragraph Indentation

- Indent the first line of all paragraphs. The first paragraph of a new chapter may be excepted.
- Only substantial quotations require separate indentation.

Hyphens and dashes

- Ensure that em-rules and en-rules are accurately typed.
- Using unspaced two-em-rules in the bibliography to denote the same author as the one immediately above can be adopted.

Endmatter

- Check that endnotes are numbered correctly for each chapter (not throughout the book), and that the notes are adequate without being over long.
- Endnotes may appear at the end of each chapter, or at the end of the book.
- Check the alphabetical ordering of entries in the bibliography.
- Check that the references comply with the style declared by the author, e.g. APA.
- Entries by the same author should be in chronological order.
- Add ‘a’, ‘b’ or ‘c’ after the date if an author has more than one publication in the same year.

Tables and Figures

- Number each type of inclusion consecutively, in chapter order for example:
 - Table 1.1, 1.2, 1.3
 - Figure 2.1, 2.2, 2.3
- Edit captions, attributions, headings, notes and sources as appropriate.
- Carry out a spot check of columns.