Consistency list and house style

Abbreviations

- Terms should be given in full the first time they appear in the book (if authored) or chapter (if edited), with the abbreviation following in brackets, and then the abbreviation used thereafter.
- Use open punctuation (sparing use of commas and full stops):
  - pp not p.p. for page numbers
  - 'and so on', 'that is' and 'for example' instead of etc, ie or eg
  - Use full stops for people's initials, for example, A.B. Smith
  - 'US' and not 'USA'
  - We do not use full stops after contractions – Mr, Dr, Prof
  - In reference lists, please use the standard abbreviated form for American states (for example, Berkeley, CA), see: https://en.wikipedia.org/wiki/List_of_U.S._state_abbreviations

Accessibility

- Define technical terms and avoid jargon
- Avoid parochialism and add explanations for international readership where appropriate

Acknowledgement of sources

- Check that items from other publications are properly acknowledged. The acknowledgement should appear in the text as (Smith, 2008) and give the page reference if it follows a direct quote from a published work. See also Appendix B: References.

Alphabetical order

- Use alphabetical order for lists, for example: MacDonald, Madden, McKierney, van.
- Prefixes should be counted as part of the name, not separately, for example: Dean, de Ferrari, Defoe, Deveraux, D'Souza.

Bulleted lists

- Lists should be preceded by a colon and not numbered unless essential to the meaning of the text. We use three different levels of lists:
  - The first is one or two words per line – use lower case throughout and omit end-of-line punctuation.
  - The second is incomplete sentences of one or two lines – use lower case and semi-colons and a final full stop.
  - The third is complete sentences, usually two or more lines – use an initial capital letter and full stops after each bullet end.

Capitalisation

- Use title case for book titles and subtitles.
- Bristol University Press: use title case for chapter titles.
- Policy Press: use sentence case for chapter titles (with initial capitals for proper nouns).
- Use title case for Journal titles, and for official names of organisations (World Health Organization).
- Avoid capitals where possible, but consider the situation in which they are being used, for example, to distinguish the general from the specific ('a professor at...' versus 'she is Professor of Sociology').
- Recognised geographical areas are capitalised – South East Asia but compass points are not.
- One local health authority, but Exeter District Health Authority; Labour government; First World War but war rations; Left/Right in politics; the East, Eastern values but eastern counties.

Captions

- Captions should be supplied for all tables and figures. They should be consistent and clear.

Chapter numbering

- Use Arabic numerals (1, 2, 3) for chapters numbers except for books in the Short format which use words (one, two, three).
- In text references and the contents list in the prelims should match chapter numbering, for example see Chapter 1/see Chapter One. Cross-references to chapters within the book should have an initial capital, general references to other books should be lower case.
- Label parts using Roman numerals (Part I, Part II).

Cross-references

- Please refer to chapters or sections of text rather than specific page numbers which are liable to change.
- Take out references to 'above' and 'below' and replace with 'mentioned earlier' or 'as previously discussed' and 'to be discussed later'.

Dates and times

- Dates should be formatted as 20 June 1968 (no 'th', 'st'); 1960s (no apostrophe); 19th-century housing
- In years compound dates to the last two digits using an en-dash: 1992–95 (but not 1992–1995 or 1992–5). See also Numerals and units.
- BC and AD are more commonly used but note increasing use of BCE and CE. Spans of years BC should be given in full to avoid confusion, eg 158–146 BC.
- Use the en dash ('–' not hyphens '-' or em dashes '—') for date ranges, page ranges etc. Do not use an en dash for ranges introduced with 'from' (use 'to') or 'between' (use 'and'):
  - Correct: The academic year 2012–13 was notable.
  - Incorrect: The academic year 2012 to 2013 was notable.
  - Correct: They were in Bristol from 2012 to 2013.
  - Incorrect: They were in Bristol from 2012–13.
- Times: use, for example, 2 am, 5 pm.

Definite article

- Use upper case only where the definite article is part of the formal title: The Hague, *The Economist*.

et al

- Use open punctuation (no period) and Roman text. Use for text references when there are more than two authors, provided there is no possible ambiguity.

Foreign languages and Latin phrases

- Use italics for any words or phrases given in a foreign language (that have not been subsumed into English), with a translation in Roman in parentheses.
- Roman and italic: anglicised words should be Roman with no accents – ad hoc, a priori, bona fide, de facto, elite, et al, laissez-faire, per se, vice versa.

Government publications

- Include sufficient information for the reader to find the original source. For example:
  - Command papers: Cm used from 1986, Cmnd 1956–86, Cmd 1919–56, Cd 1900–1918, C 1870–1899.
  - Hansard: Include the volume number, column number, URL: Hansard (2018) [HL] volume 790, column 1814, Available at: http://bit.ly/2DxGgiv

Headings

- Please ensure that the heading hierarchy is clear, but not numbered (unless previously agreed by your Commissioning Editor)
- Subheadings are useful for making a solid text look less forbidding and for signposting a change of theme or a new topic. They should not, however, be used to underline the structure of the argument: over-elaborate, hierarchical use of subheadings tends to confuse rather than clarify.
- Use no more than three levels of sub-headings and they should be marked <2> <3> <4>.
- Avoid writing headings that are questions or headings that are whole sentences.
- Headings, sub-headings, table/figure headings should not have full stops.

Highlighting and emphasising text

- Use bold where you want to pick out a new term for the first time without making it a separate heading or to identify (on first use) a term that appears in a Glossary.
- Use italics for emphasis (do not use underlining).
- Please note that minimal use of bold and italic text generally aids an easier read.
- Use for book titles and journal titles.

Hyphenation

- We avoid hyphenation where possible (policy maker, coordination, cooperate); however, we do hyphenate where we think it makes reading easier (pre-eminent) or to form an adjective (policy-making process, above-average score). Above all, keep in mind clarity of meaning and consistency.

Legislation

- We prefer the date to come after the Act: Health and Social Care Act 2009.
- An Act takes capital letters and so does a parliamentary Bill.
- There is no need to list legislation in the References.
- For other document types, include sufficient information so that the reader can find the source, (for example: Council Regulation (EEC) 1612/68[5] of 15 October 1968 on freedom of movement for workers within the Community).

Money

- For currency use the common symbol or abbreviation – US$, £, ptas, DM, € and so on where the quantity is stated, but not when the unit of currency is being referred to in general terms, for example; the US dollar was at an all-time low.
- Use millions of lira, but £23 million.
- Always use numbers to express money.
- If using non-sterling currencies, try to give the exchange rate the currency you are using is based on.

Numerals and units

- 4,000 (use comma), £3,000, but pp 1027–32.
- Numbers one to ten should be spelt out, unless followed by a unit of measurement (4 kg).
- Numbers of 11 and over should be numeric, unless general (about a hundred people).
- Elide numbers as far as possible – 43–5, 134–6 – but always keep 'teen' numbers (14–16).
- Do not hyphenate fractions – one third, one half.
- In text, and in figures and notes, 'per cent' should usually be spelt out and numbers should be given in figures: '54 per cent', whereas '%' should be used in tables. The number may be spelt out if used generally (about four per cent).
- Use the en dash ('–' not hyphens '-' or em dashes '—') for date ranges, page ranges etc. Do not use an en dash for ranges introduced with 'from' or 'between'.
  - Correct: The academic year 2012–13 was notable.
  - Incorrect: The academic year 2012 to 2013 was notable.
  - Correct: They were in Bristol from 2012 to 2013.
  - Incorrect: They were in Bristol from 2012–13.

- When units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used the abbreviated form of the unit must be used.
- Always use figures with the abbreviated unit and use abbreviated units where possible.
- Units and numerals should have a space between them.
- Abbreviations of units are the same for singular and plural (do not add an 's').
- Where a sentence starts with a specific quantity the number must be written out in full, but if at all possible rework the sentence.

Parentheses (use of round and square brackets)

- Brackets are useful for interpolations but should not be over-used. Square brackets should be used for interpolations in quotations and editorial notes. For parentheses within parentheses, use square brackets within round brackets and round brackets within square brackets.

Parts

- Label parts using Roman numerals (Part I, Part II).

Personal voice

- Avoid where possible, for example, refer to yourself as the author in the third person, such as 'The author highlights', or rewrite sentences in the passive voice, e.g. 'The methodology is highlighted...'.
- Use the personal if it is integral to the work (for example if there is a subjective element to the writing or research on which it is based) and make this clear to your Commissioning Editor.

Plural vs singular

- In UK English, collective nouns are generally treated as plurals that take plural verbs, whereas in US English, collective nouns take singular verbs. Examples of collective nouns include family, government, committee, media.
- 'Data' is always treated as plural.

Quotation marks

- Quotations within the body of the text: use single marks if quoting directly from a written source, and for 'concept' words, slang words and technical terms. Use double marks for quoting from a verbal source and for quotes within quotes. Direct quotes should be kept exactly as they are in the original.
- Displayed quotations: if the quote is more than 50 words, indent it and insert a space above and below. Remove marks if the quote is from a written source; use single marks to indicate direct speech. If appropriate insert a colon in the text before. The extracted quote should be followed by the source in parentheses, including a page number or paragraph number as a pinpoint where relevant. For displayed quotations the full stop should appear at the end of the quote, before the source note.
- Punctuation of quoted material: enclose any of your own additions in square brackets to show that they are not part of the quotation. Punctuation should be within quotation marks if a complete sentence is quoted. Final punctuation should be outside quotation marks if the quote forms only part of a sentence.
- If quotes contain emphasis, indicate whether it was in the source or add (emphasis in original) or (emphasis added).

Spellings

- UK English is preferred but US English may be used if agreed with your Commissioning Editor. If US English has been agreed, please indicate this on submission of the final typescript to ensure the copy editor is briefed.
- Spelling, punctuation and so on should all be used consistently, however quotes should be kept as the original spelling and grammar, not standardised.
- Note: part-time degree programme but computer program. Among not amongst, while not whilst.
- A project stylesheet highlighting departures from or issues not covered by house style will be provided with your copy-edited files if applicable.
- The main thing is to be consistent. Our preferred dictionary is the *New Oxford Dictionary for Writers and Editors* (see also https://en.oxforddictionaries.com/).

Statistics

- Standard statistics abbreviations may be used if it will enhance clarity for the reader, for example:
    - df (degrees of freedom)
    - F (F ratio)
    - M (mean)
    - MS (mean square
    - N (number in sample)
    - NS (not significant)
    - n (number in subsample)
    - p (probability)
    - r (correlation coefficient)
    - SD (standard deviation)
    - SS (sum of squares)
    - t (student's t test)

Symbols and accents

- Please bring any difficult symbols to the attention of your Commissioning Editor.

Website addresses

- If cited, website addresses should be included in the Reference section, with full details including the author and the title of the document
- Avoid including within the text, unless the address is short.
- Avoid giving the full address of a specific web page it if is liable to change.
- Accessed dates are useful if used consistently.