

Elements Style Guide

1.1 Spelling and Punctuation

Authors should consistently adopt either British or American style

1.1.1 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.

1.1.2 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.

For Elements 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.

1.2 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.

1.3 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.

1.4 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’).

1.5 Brackets

1.5.1 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.

1.5.2 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.

1.6 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 Element 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.

1.7 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 Elements 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 Elements, but in H&SS Elements 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. 1 436) 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. $p = 0.005$).

1.8 Reference Systems Covered Here

The preferred reference system for Elements is Author–date (Harvard)

Other reference systems covered below include:

- Numbered (Vancouver)
- IEEE
- BMJ
- DOI (Digital Object Identifier) numbers

1.8.1 Author–date System

- The author–date system (also known as the Harvard system) works well for content in STM and Social Science subjects, where the references are to secondary works rather than primary sources. It is not usually suitable for literary Elements, or those with references to manuscript collections, historical documents, foreign works and translations. For those Elements 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 Element. Similarly, all works in this reference list must be cited in the text.

1.8.1.1 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').

1.8.1.2 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.

1.8.1.2.1 Books

Single author, single volume

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.

1.8.1.2.2 Journal Articles

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

1.8.1.2.3 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.

1.8.1.2.4 Technical Reports

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

1.8.2 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.

1.8.2.1 Sample Forms for Items in the References

1.8.2.1.1 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).

1.8.2.1.2 Journal Articles

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

1.8.2.1.3 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.

1.8.2.1.4 Technical Reports

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

1.8.3 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. Ensure that you include a bibliography in your manuscript.
- 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.

1.8.3.1 Full References in Notes

1.8.3.1.1 Books

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

1.8.3.1.2 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

1.8.3.1.3 Journal Articles

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

1.8.3.1.4 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

1.8.3.2 Short Titles

1.8.3.2.1 Books

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

1.8.3.2.2 Chapters in Edited Books/Journal Articles

Salter, 'Pilgrimage to truth', 34–5

1.8.3.2.3 Unpublished Material (including unpublished theses or dissertations)

Southall, 'Regional unemployment', p. 72

1.8.4 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.

1.8.4.1.1 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.

1.8.4.1.2 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.

1.8.4.1.3 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.

1.8.4.1.4 Patents

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

1.8.4.1.5 Standards

[1] IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.

[2] Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

1.8.5 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.

1.8.5.1.1 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.

1.8.5.1.2 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.

2 DOI (Digital Object Identifier) Numbers

DOI numbers are a way to find and read content, for example journal articles, on the Internet. Please include these in your reference list where possible. Not all titles cited in an Element 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.