

STYLE GUIDE

SECTION 1

REFERENCING

The **short-title system of referencing** is to be used in all ISS publications that are scheduled to appear from 1 January 2009 onwards.

Use (end)notes, not footnotes. The heading should read 'Notes', not 'Endnotes'.

Bibliographies are to be compiled only for monographs and books.

(END)NOTE INDICATOR: POSITION IN TEXT

Place the endnote indicator after the argument, not after the name(s) of the author(s):

Ghobarah, Huth and Russett point out that here has been a dramatic, but largely unknown, decline in the number of wars, genocides and human rights abuse over the past decade.¹

(END)NOTE: DESCRIPTION IN NOTE

1 Hazem Ghobarah, Paul Huth and Bruce Russett,¹ The postwar public health effects of civil conflict,² *Social Science and Medicine*³ 59 (2004), 869–884,⁴ 875.⁵ These results refine those in Ghobarah, Huth and Russett,⁶ *Civil wars kill and maim people - long after the shooting stops, American Political Science Review* 97(2)⁷ (2003), 189–202.

1 REFERENCES IN THE TEXT – (END)NOTES

In all examples in this section, the note containing the first reference (**IN BOLD RED**) is followed by a subsequent reference using the short-title method (**IN BOLD GREEN**). It is assumed that the references all pertain to direct quotes, where page numbers are required. When you are referring to a central idea in a specific work, no page numbers are required.

¹ Names of authors are given like they appear on the cover and title page.

² Only first word in title of article is capitalised; no quotation marks are required.

³ No comma is required following the journal title; the journal title should be written in uc/lc.

⁴ Inclusive page numbers only, need not be preceded by p or pp.

⁵ Number of page where direct quote was taken from.

⁶ Same authors, therefore no names are required.

⁷ This part of reference in the format: issue(number).

1.1 Books

Surname(s) and initials of author(s)
Full title of book (including subtitle) in italics
Edition of book (if not first edition), not printing or impression
Place of publication
Publisher
Year of publication
Page number in case of direct quote

Daniel Bell, *The cultural contradictions of capitalism*, New York: Basic Books, 1976, 7.

Bell, *The cultural contradictions of capitalism*, 9.

If followed by a reference to the same page:

Ibid.

W Ulrich, *Critical heuristics of social planning: an overview*, 2nd ed, Chicago: University of Chicago Press, 2003, 117.

Ulrich, *Critical heuristics of social planning*, 179.

1.2 Books with multiple authors

Books with two or three authors, of equal status

J Kirk and R J Munday, *Narrative analysis*, 3rd ed, Bloomington: Indiana University Press, 2004, 66.

Kirk and Munday, *Narrative analysis*, 80.

Alessandro Dal Lago and Emilio Quadrelli, *La città e le ombre: crimini, criminali, cittadini*, Milano:⁸ Feltrinelli, 2003, 55.

Dal Lago and Quadrelli, *La città e le ombre*, 77.

Books with more than three authors

B Grace, T Sheradon, P Honey et al, *A short history of the world*, Princeton, NJ: Princeton University Press, 1998, 15.

Grace et al, *A short history of the world*, 89.

1.3 Books published under an editorship

Paul E Lovejoy and Toyin Falola (eds), *Pawnship, slavery, and colonialism in Africa*, Trenton and Asmara: Africa World Press, 2003, 111.

Lovejoy and Falola, *Pawnship, slavery, and colonialism in Africa*, 119.

⁸ Place of publication should be in language of publication.

E Keene (ed), *Natural language*, Cambridge: Cambridge University Press, 2003, 256.

Keene, *Natural language*, 399.

1.4 Chapters of edited books

Jean Allman, *Rounding up spinsters: gender chaos and unmarried women in colonial Asante*, in Dorothy L Hodgson and Shirley A McCurdy (eds), *'Wicked' women and the reconfiguration of gender in Africa*, Portsmouth, Oxford, Cape Town: Social History of Africa, 2001, 89.

Allman, *Rounding up spinsters*, 190.

J Smith, *A source of information*, in W Jones (ed), *One hundred and one ways to find information about health*, Oxford: Oxford University Press, 2003, 300.

Smith, *A source of information*, 356.

1.5 Journal articles

Surname and initials of author(s)

Title of article

Name of journal, in italics

Volume number followed by issue number (where relevant) in brackets

Year of publication in brackets

Comma, followed by page numbers only (no p or pp required)

Page number in case of direct quote

James Murdoch and Todd Sandler, *Economic growth, civil wars, and spatial spillovers*, *Journal of Conflict Resolution* 46(1) (2002), 91–110, 96.

Murdoch and Sandler, *Economic growth, civil wars, and spatial spillovers*, 101.

J M Boughton, *The Bretton Woods proposal: an in-depth look*, *Political Science Quarterly* 42(6), (2002), 564-578, 569.

Boughton, *The Bretton Woods proposal*, 570.

More than three authors

Anna-Barbara Moscicki, Nancy Hill, Steve Shiboski et al, *Risks for incident human papillomavirus and low-grade squamous intraepithelial lesion development in young females*, *Journal of the American Medical Association* 285(23) (2001), 2995–3002, 2999.

Moscicki et al, *Risks for incident human papillomavirus and low-grade squamous intraepithelial lesion development in young females*, 3000.

1.6 Newspaper articles

Surname and initials of the author(s) (if known)
Title of article
Name of newspaper, in italics
Day, month and year of publication, followed by comma
Page numbers where article appeared

Maggi Barnard, AIDS 'an intelligence issue', *The Namibian*, 13 February 2001, 7-8.

Barnard, AIDS 'an intelligence issue', 8.

Gary Slapper, Corporate manslaughter: new issues for lawyers, *The Times*, 3 September 2005, 4-5, 4.

Slapper, Corporate manslaughter, 5.

1.7 Referencing from the Internet

1.7.1 Documents

Author's initials and surname(s), or corporate author
Title of document (with a version number if later than the first)
Title of web page, normally the main heading on the page
Location URL
Date accessed in brackets (especially important in this context, since it may have been updated)

Therese McGinn, Susan J Purdin, Sandra Krause et al, Forced migration and transmission of HIV and other sexually transmitted infections: policy and programmatic responses, HIV InSite Knowledge Base Chapter, November 2001, <http://hivinsite.ucsf.edu/InSite.jsp?page=kb-08-01-08> (accessed 30 May 2005).

McGinn et al, Forced migration and transmission of HIV and other sexually transmitted infections.

International Rescue Committee, Mortality in the Democratic Republic of Congo: results from a nationwide survey, New York: International Rescue Committee, 2003, http://intranet.theirc.org/docs/drc_mortality_iii_full.pdf (accessed 5 April 2005).

International Rescue Committee, Mortality in the Democratic Republic of Congo.

1.7.2 E-books

Author's initials and surname, or corporate author (when available)
Title of e-book being cited (with an edition or number if later than the first)
Place of publication, publisher, date published (if available)
Location URL
Date accessed in brackets

Monty G Marshall and Ted Robert Gurr, *Peace and conflict 2005*,⁹ College Park, Md:¹⁰ Center for International Development and Conflict Management, 2005, <http://www.cidcm.umd.edu/inscr/PC05print.pdf> (accessed 31 May 2005).

Marshall and Gurr, *Peace and conflict 2005*.

D Defoe, *The fortunes and the misfortunes of the famous Moll Flanders* (1999), Champaign, Ill: Project Gutenberg, <http://Promo.Net/Cgi-Promo/Pg/T9.Cgi?Entry=370&Full=Yes> (accessed 18 November 2005).
Defoe, *The fortunes and the misfortunes of the famous Moll Flanders*.

1.7.3 Journal articles

Author's initials and surname, or corporate author

Title of article

Title of journal, in italics (titles of journals in uc/lc)

Year of publication in brackets

Volume number followed by issue number (where relevant) in parentheses

Inclusive page numbers (only when these form part of the web page presentation)

Page number where direct quote appears (see above)

Location URL

Date accessed in brackets

J M Boughton, *The Bretton Woods proposal: an in-depth look, *Political Science Quarterly* (2002) 42(6)*, <http://www.pol.upenn/articles> (accessed 12 June 2005).

Boughton, *The Bretton Woods proposal*.

C Hamill, *Academic essay writing in the first person: a guide for undergraduates, *Nursing Standard* (1999) 13(44), 38-40, 39*, <http://libweb.apu.ac.uk/ejournals/333> (accessed 12 June 2005).

Hamill, *Academic essay writing in the first person*.

Goma Epidemiology Group, *Public health impact of Rwandan refugee crisis: what happened in Goma, Zaire, in July 1994? *Lancet* 345(8946) (1995), 339-344*, www.ncbi.nlm.nih.gov/entrez/query.fcgi?cmd (accessed 1 June 2005).

Goma Epidemiology Group, *Public health impact of Rwandan refugee crisis*.

1.7.4 Journal abstract on a database

If you need to cite a reference/abstract from a bibliographic database where you have been unable to see the full-text version, but still wish to include it in your reference list or bibliography.

J M Boughton, *The Bretton Woods proposal: an in-depth look, *Political Science Quarterly* (2002) 42(6)*, abstract from Blackwell Science Synergy database, <http://www.pol.upenn/articles> (accessed 12 June 2005).

Boughton, *The Bretton Woods proposal*.

⁹ Titles in italics if likely to exist in print format.

¹⁰ Use geographic abbreviations, not zip code abbreviations.

1.7.5 E-version of an annual report

**Marks and Spencer, *Annual report 2003-2004* (2004), <http://www-marks-and-spencer.co.uk/corporate/annual2003/> (accessed 4 June 2005).
Marks and Spencer, *Annual report 2003-2004*.**

1.7.6 Online newspaper articles

**Maggi Barnard, AIDS 'an intelligence issue', *The Namibian*, 13 February 2001,
<http://www.namibian.com.na/2001/February/news/01D3168B4F.html>
(accessed 30 May 2005).
Maggi Barnard, AIDS 'an intelligence issue'.**

**M Chittenden, L Rogers and D Smith, Focus: Targetitis ails NHS, *Times Online*, 1 June 2003, <http://www.timesonline.co.uk/print/11-1506-669.html> (accessed 17 March 2005).
Chittenden et al, Focus: Targetitis ails NHS.**

1.7.7 Other publications available from a website

**Tesco, *Annual report and financial statements 2002* (2002),
http://81.201.142.254/Presentresults/Results2001_02/Prelims/Report/f
(accessed 18 November 2005).
Tesco, *Annual report and financial statements 2002*.**

1.7.8 E-mail correspondence/discussion lists

Particular care needs to be taken if you are quoting from these sources, as they may include personal e-mail addresses and be from a restricted source. Permission should be sought before these sources are quoted:

**J Jones (jones@jones.com), Mobile phone developments, Message to R G Schmit (rgschmit@syy.ac.uk), Sent Monday, 7 June 2005, 08:13,
http://gog.defer.com/2004_07_01_defer_archive.html (accessed 7 July 2004).
Jones, Mobile phone developments.**

1.8 Other types of document in (end)notes

1.8.1 Acts of Parliament

The standard method of citing an Act of Parliament is by its short title, which includes the year, followed by the number of the Act in brackets.

***Higher Education Act 2004* (Act 70 of 2004), London: HMSO.
Higher Education Act 2004*.*

1.8.2 Statutory instruments

Short title
The abbreviation 'SI'
Number
Place of publication
Publisher
Year of publication

Public Offers of Securities Regulations, SI 1995/1537, London: HMSO, 1995.
Public Offers of Securities Regulations.

1.8.3 Command papers and other official publications

Title
Command number as it appears on the document
Place of publication
Publisher
Year of publication

Royal Commission on Civil Liability and Compensation for Personal Injury (Pearson Report) (Cmnd 7054), London: HMSO, 1978.
Royal Commission on Civil Liability and Compensation for Personal Injury.

Select Committee on Nationalised Industries, Consumers and the Nationalised Industries: prelegislative hearings (HC 334 of 1978-9), London: HMSO, 1978/79.
Select Committee on Nationalised Industries, Consumers and the Nationalised Industries.

1.8.4 Law reports

Name of the parties involved in the law case
Law reporting series
Volume and number
Page reference
Year of reporting

R v White (John Henry), EWCA Crim 689, 2005 WL 104528.
Jones v Lipman [1962] 1 WLR 832, 2005.
R v White (John Henry).

1.8.5 Annual reports

Corporate author
Full title of annual report
Place of publication
Publisher
Year of publication

Marks and Spencer, *Annual report 2003-2004*, London: Marks and Spencer, 2004.

Marks and Spencer, *Annual report 2003-2004*.

1.8.6 DVDs and CD-ROMs

Author

Full title

Type of medium (DVD or CD-ROM) in square brackets

Place of publication

Publisher

Year of publication

Warner Brothers, *Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s* [DVD], New York: Warner Brothers, 2005.

Warner Brothers, *Great films from the 80s*.

***Employment law and practice* [CD-ROM], London: Blackwell, 2004, libweb.apu.ac.uk/E-books (accessed 7 June 2005).**

***Employment law and practice*.**

1.8.7 Videos

Author

Full title

Type of medium (video) in square brackets

Place of publication

Publisher

Year of publication

Other relevant details

Child Growth Foundation, *Health for all: the video, Part 1* [video], London: Child Growth Foundation, 2004. (Narrated by D B M Hall.)

Child Growth Foundation, *Health for all*.

1.8.8 Dissertations and theses

Author

Title of dissertation/thesis (usually in roman type: not published)

Academic level (for example 'master's dissertation' or 'PhD thesis')

Institution

Where situated

Relevant year

Julie Richmond, *Customer expectations in the world of electronic banking: a case study*, Unpublished PhD thesis, University of North West, Potchefstroom, 2005, 344.

Richmond, *Customer expectations in the world of electronic banking*, 367.

2 COMPILING THE LIST OF REFERENCES OR BIBLIOGRAPHY

A list of references or bibliography should only be compiled for monographs or books.

2.1 Books

Author details (surname followed by name or initials like they appear in the book)

Full title of book (including subtitle) in italic (titles of unpublished theses and dissertations appear in roman)

Edition referred to (not printing or impression)

Place of publication

Publisher

Year of publication

Bell, Daniel. *The cultural contradictions of capitalism*. New York: Basic Books, 1976.

Ulrich, W. *Critical heuristics of social planning: an overview*. 2nd ed. Chicago: University of Chicago Press, 2003.

2.2 Books with multiple authors

Books with two or three authors, of equal status

Dal Lago, Alessandro and Quadrelli, Emilio. *La città e le ombre: crimini, criminali, cittadini*. Milano:¹¹ Feltrinelli, 2003.

Kirk, J and Munday, R J. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press, 2004.

Books with more than three authors

Grace, B, Sheradon, T, Honey P, Morgan, F et al.¹² *A short history of the world*. Princeton, NJ: Princeton University Press, 1998.

2.3 Books published under an editorship

Keene, E (ed). *Natural language*. Cambridge: Cambridge University Press, 2003.

Lovejoy, Paul E and Toyin Falola, Toyin (eds). *Pawnship, slavery, and colonialism in Africa*. Trenton and Asmara: Africa World Press, 2003.

¹¹ Place of publication in language of publication.

¹² Shorten reference to three names followed by 'et al'.

2.4 Chapters in edited books

Allman, Jean. Rounding up spinsters: gender chaos and unmarried women in colonial Asante. In Dorothy L Hodgson and Shirley A McCurdy (eds), 'Wicked' women and the reconfiguration of gender in Africa. Portsmouth Oxford Cape Town: Social History of Africa, 2001.

Smith, J. A source of information. In W Jones (ed), *One hundred and one ways to find information about health*. Oxford: Oxford University Press, 2003.¹³

2.5 Journal articles

Surname and initials of the author(s)

Title of article

Name of journal, in italics

Year of publication in brackets

Volume number followed by issue number (where relevant) in brackets

Comma, followed by page numbers only (no p or pp required)

Murdoch, James and Sandler, Todd. Economic growth, civil wars, and spatial spillovers. *Journal of Conflict Resolution* 46(1) (2002), 91–110.

Boughton, J M 2002. The Bretton Woods proposal: an in-depth look. *Political Science Quarterly* 42(6) (2002), 564-578.¹⁴

2.6 Newspaper articles

Surname and initials of the author(s) (if known)

Title of article

Name of newspaper, in italics

Day, month and year of publication

Page numbers where article appeared

Barnard, Maggi. AIDS 'an intelligence issue'. *The Namibian*, 13 February 2001, 7-8.

Slapper, Gary. Corporate manslaughter: new issues for lawyers. *The Times*, 3 September 2005, 4-5.

2.7 Referencing from the Internet

2.7.1 Documents

Author's initials and surname(s), or corporate author

Title of document (with a version number if later than the first)

Title of web page, normally the main heading on the page

¹³ Page numbers are not required in this instance.

¹⁴ Inclusive page numbers should be given for all printed journal articles.

Location URL

Date accessed in brackets (especially important in this context, since it may have been updated)

McGinn, Therese, Purdin, Susan J, Krause, Sandra et al. Forced migration and transmission of HIV and other sexually transmitted infections; policy and programmatic responses'. HIV InSite Knowledge Base Chapter, November 2001. Available at <http://hivinsite.ucsf.edu/InSite.jsp?page=kb-08-01-08> (accessed 30 May 2005).

International Rescue Committee. Mortality in the Democratic Republic of Congo: results from a nationwide survey. New York: International Rescue Committee, 2003. Available at http://intranet.theirc.org/docs/drc_mortality_iii_full.pdf (accessed 5 April 2005).

2.7.2 E-books

Author's initials and surname(s), or corporate author

Title of e-book (with an edition number if later than the first)

Place of publication and publisher (if available)

Location URL

Date accessed in brackets

Marshall, Monty G and Gurr, Ted Robert. *Peace and conflict 2005*. College Park, Md:¹⁵ Center for International Development and Conflict Management, 2005. Available at <http://www.cidcm.umd.edu/inscr/PC05print.pdf> (accessed 31 May 2005).

Defoe, D. *The fortunes and the misfortunes of the famous Moll Flanders* (1999). Champaign, Ill: Project Gutenberg. Available at <http://Promo.Net/Cgi-Promo/Pg/T9.Cgi?Entry=370&Full=Yes> (accessed 18 November 2005).

2.7.3 Journal articles

Surname and initials of the author(s)

Title of article

Name of journal, in italics

Year of publication in brackets

Volume number followed by issue number (where relevant) in brackets

Inclusive page numbers (only if these form part of the webpage presentation)

Location URL

Date accessed in brackets

Boughton, J M. *The Bretton Woods proposal, an in-depth look. Political Science Quarterly* 42(6) (2002).¹⁶ Available at <http://www.pol.upenn/articles> (accessed 12 June 2005).

¹⁵ Use geographic abbreviations, not zip code abbreviations.

¹⁶ Inclusive page numbers not available for the web version.

Hamill, C. Academic essay writing in the first person: a guide for undergraduates. *Nursing Standard* 13(44) (1999), 38-40.¹⁷ Available at <http://libweb.apu.ac.uk/ejournals/333> (accessed 12 June 2005).

Goma Epidemiology Group. Public health impact of Rwandan refugee crisis: what happened in Goma, Zaire, in July 1994? *Lancet* 345(8946) (1995), 339-344. Available at www.ncbi.nlm.nih.gov/entrez/query.fcgi?cmd (accessed 1 June 2005).

2.7.4 Journal abstracts on a database

If you need to cite a reference/abstract from a bibliographic database where you have been unable to see the full-text version, but still wish to include it in your reference list or bibliography.

Boughton, J M. The Bretton Woods proposal: an in-depth look. *Political Science Quarterly* 42(6) (2002). Abstract from Blackwell Science Synergy database. Available at <http://www.pol.upenn/articles> (accessed 12 June 2005).

2.7.5 E-version of an annual report

Marks and Spencer. *Annual report 2003-2004* (2004). Available at <http://www-marks-and-spencer.co.uk/corporate/annual2003/> (accessed 4 June 2005).

2.7.6 Online newspaper articles

Barnard, Maggi. AIDS 'an intelligence issue'. *The Namibian*, 13 February 2001. Available at <http://www.namibian.com.na/2001/February/news/01D3168B4F.html> (accessed 30 May 2005).

Chittenden, M, Rogers, L and Smith, D. Focus: Targetitis ails NHS. *Times Online*, 1 June 2003. Available at <http://www.timesonline.co.uk/print/11-1506-669.html> (accessed 17 March 2005).

2.7.7 Other publications available from websites

Tesco. *Annual report and financial statements 2002* (2002). Available at http://81.201.142.254/Presentresults/Results2001_02/Prelims/Report/f (accessed 18 November 2005).

¹⁷ Inclusive page numbers form part of web version.

2.7.8 E-Mail correspondence/discussion lists

Particular care needs to be taken if you are quoting from these sources, as they may include personal e-mail addresses and be from a restricted source. Permission should be sought before these sources are quoted:

Jones, J (jones@jones.com). Mobile phone developments. Message to R G Schmit (rgschmit@syy.ac.uk). Sent Monday, 7 June 2005, 08:13. Available at http://gog.defer.com/2004_07_01_defer_archive.html (accessed 7 July 2004).

2.8 Other types of document

2.8.1 Acts of Parliament

The standard method of citing an Act of Parliament is by its short title, which includes the year followed by the number of the Act in brackets.

Higher Education Act 2004 (Act 70 of 2004). London: HMSO.

2.8.2 Statutory instruments

References to statutory instruments should include the following:

Short title
The abbreviation 'SI'
Number
Place of publication
Publisher's name
Year of publication

Public Offers of Securities Regulations, SI 1995/1537. London: HMSO, 1995.

2.8.3 Command papers and other official publications

Title
Command number as it appears on the document
Place of publication
Publisher
Year of publication

Royal Commission on Civil Liability and Compensation for Personal Injury (Pearson Report) (Cmnd 7054). London: HMSO, 1978.

Select Committee on Nationalised Industries. Consumers and the Nationalised Industries: prelegislative hearings (HC 334 of 1978-9). London: HMSO, 1978/79.

2.8.4 Law reports

Follow normal legal practice with:

Name of the parties involved in the law case
Year of reporting
Law reporting series
Volume and number
Page reference

***R v White (John Henry) [2005] EWCA Crim 689, 2005 WL 104528.
Jones v Lipman [1962] 1 WLR 832, 2005.***

2.8.5 Annual reports

Corporate author
Year of publication
Full title of annual report
Year of publication
Place of publication
Name of publisher

Marks and Spencer. Annual report 2003-2004. London: Marks and Spencer, 2004.

2.8.6 DVDs and CD-ROMs

Author
Full title of DVD
Type of medium in square brackets
Place of publication
Name of publisher
Year of publication

Warner Brothers. Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s [DVD]. New York: Warner Brothers, 2005.

Employment law and practice [CD-ROM]. London: Blackwell, 2004. Available at libweb.apu.ac.uk/E-books (accessed 7 June 2005).

2.8.7 Videos

Author
Full title of DVD
Type of medium in square brackets
Place of publication
Publisher
Year of publication
Other relevant details

Child Growth Foundation. *Health for all: the video, Part 1* [video]. London: Child Growth Foundation, 2004. (Narrated by D B M Hall.)

2.8.8 Dissertations and theses

Author

Title of dissertation/thesis (in roman type when unpublished)

Academic level

Institution

Where situated

Relevant year

Richmond, Julia. *Customer expectations in the world of electronic banking: a case study*. Unpublished PhD thesis, University of North West, Potchefstroom, 2005.

SECTION 2

GENERAL

ABBREVIATIONS AND ACRONYMS

Abbreviations and acronyms should be given in full when they occur for the first time and the abbreviation/acronym be given in brackets.

Common abbreviations such as US(A), UN, UK and AU need not be written out when they first occur.

Acronyms such as ECOWAS and HIV/AIDS should be written in caps.

Do not use fullstops in acronyms, for example USA, RSA, UN.

If numerous abbreviations/acronyms are used, a list should be provided.

BULLETED LISTS

Start all bulleted lists with capital letters - no fullstops or semicolons are required.

CAPTIONS

Table, graph, map and figure captions should be placed at the top. When reproducing data from a diagram or table, or copying the entire table or diagram, the source should be given as a note following the diagram or table:

Source: Michael J Toole, *Displaced persons and war*, in Barry S Levy and Victor W Sidel (eds), *War and public health*, updated edition, Washington, DC: American Public Health Association, 2000.

DATES

Use day, month, year (for example 12 April 2005).

HEADINGS

Indicate the hierarchy of levels, preferably not more than three, as follows:

HEADING 1

Heading 2

Heading 3

Avoid the use of abbreviations/acronyms in headings.

-ISE OR -IZE

Use -ise, for example visualise, organise.

ITALICISATION

Italics are used for the titles of books, periodicals, newspapers, plays and some musical works.

LANGUAGE

Use English (UK) or English (South African), not English (US). Set your language preference and spell checker accordingly.

NUMBERS

Numbers from one to ten are written out, except dates, page numbers, percentages, etc.

A space must be used as the thousands separator, for example 1 000, and a comma for decimals, for example 6,5 per cent.

PARAGRAPHS

Leave a line space between paragraphs.

QUOTATION MARKS

Single quotation marks should be used throughout.
Use double quotation marks for a quotation within a quotation.

QUOTATIONS

Long quotations (more than two sentences) are usually indented and blocked, without quotation marks.

Use square brackets to indicate authors' insertions and changes to the original.

Additional emphases are noted as [my italics/emphasis].

Omissions are indicated by an ellipsis (...).

Ellipses are set off by spaces before and after.

Do not use an ellipsis to indicate omissions in short quotations in running text - for example 'a Pyrrhic victory'.

SYMBOLS

The term 'per cent' is to be used in text, while the symbol (%) should be used in tables, graphs, etc.