Style sheet

Spellings and punctuation

Use British spelling throughout, except if referring to an American institution or publication, in which case use the spelling they use (e.g. Center when used in the name of a US institution)

Use -ise endings for organise, recognise, etc.

Similarly, organisation, civilisation (not organization, etc.)

Exceptions = in official names – for these, use the institution’s own spelling

Use single inverted commas for article titles, quoted speech, etc. For a quotation within a quotation (these are rare), use doubles inside singles. (e.g. The President said “The Senior Tutor reported that students this year are “exceedingly bright”.”)

Punctuation – commas and full stops usually go outside the inverted commas in a quotation, except if the quotation is a full sentence.

Capitalisation / lower case

Book titles: capitalise all major words

Article titles: capitalise all major words

College and GSB officers: these titles are capitalised. For example: the President, the Bursar, the Senior Tutor, Professorial Fellow, GSB Treasurer, etc.

Capitalise place names: Gog Magog Hills, the North Sea.

Lower case – the college; but cap. for name: King’s College. Similarly, lc for the university, but cap. for Cambridge University, University of Edinburgh. For members, students, graduate students, use lc.

Headings in Review: capitalise main words

Headings on website: tbc

Italics

Use italics for book titles. (e.g. Mary Jones has published The Key to All Mythologies (2011).)

Avoid the use of italics for emphasis within text; or use very rarely.

Occasionally bold is used for clarity or emphasis in text. Use sparingly.
**Numbers**

Generally, spell out numbers up to ten; use figures for numbers 11 and above.

However, use figures for all technical references to numbers, such as percentages, distances, etc. (e.g. 2.5%; 3 miles)

**Headings**

Headings should be consistent in terms of font size, use of bold, spacing, etc. within the publication, but will differ from one publication to the next.

Similarly, sub-headings should be consistent with one another within a publication, and will usually be smaller than main headings. It is acceptable to have several levels of sub-headings, as long as they are sized etc. consistently.

Headings in *Review*: capitalise all main words.
Headings on website: capitals tbc

**RF profiles:**

Generally:
In 3rd person for *Review*.
In 1st person on website.

**Fellow profiles:**

Standardise to 3rd person for *Review*
Use 1st person on website, unless Fellow insists on 3rd person.

**Hyphens**

c-o-operation
long-standing
post-doctoral

recycling (no hyphen)

Scientific terms usually don’t use hyphens: biogeochemist, Neoproterozoic era, antimicrobial.

**Points / full stops**

No points in titles: Dr Mrs Prof

Use points in time: 8 a.m., 3 p.m.
Use points when referring to page numbers: see p. 23; see pp. 23-7.