

## **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**

co-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.