Style Guide

# General style

* UK English
* -ise spelling

## Format

* All submissions should be made in a Word file in Times New Roman font size 12, and should be double-spaced.

## Paragraph

* style for paragraphs: full out, separated by a blank line
* headings: initial capitals on first word only

## Punctuation

* no serial commas (except where required for clarity): for example ‘red, green and gold’ *rather than* ‘red, green, and gold’
* spaced en rule – for parenthetical statements – and to denote a break in a sentence
* quotation marks: double inverted commas for quotes (single within) [and see below]
* single inverted commas used for unusual terms or terms used in a 'so-called' sense
* abbreviations: no full stops in capitalised abbreviations or acronyms for countries, institutions, societies and organisations (for example, EOTC, UKRI, SOAS, UK)
* no full stops for abbreviations of degrees: (for example, BA, MA, MSc, MPhil, PhD)
* initial capitals for names of specific degrees: for example, BA Philosophy, MSc Computer Science, MA Cultural Studies
* full stops for lower-case abbreviations (e.g., i.e., etc., a.m., p.m., Prof.)
* contractions: where final letter of full word is present, no full stops (Dr, Fr, St, Mr, Mrs, ltd, vols)

where final letter is not present, use full stops (ed., vol.)

use full stops for contraction of number, numbers: no., nos.

* initials for people's names: use full stops (for example, Ms C. R. Duncan)

## Conventions

* Use a hyphen in a compound, where the first element describes the second: for example, long-term benefits, an up-to-date book, on a case-by-case basis, context-specific knowledge.
* A hyphen is not needed when the description follows the noun it is describing: for example, in the long term, the book is up to date, decisions will be made case by case, knowledge that is context specific.
* No hyphen is needed for *-ly* adverbs: for example, a beautifully made book, a sincerely made request, recently discovered.
* No apostrophe is needed for possessives (belonging to): for example, its, hers, theirs.

Use an apostrophe for contractions: it is – it’s, it has – it’s.

* No apostrophe for plurals of abbreviated capital letters: for example, one MP, two MPs; one CD, two CDs.
* No apostrophe for 1940s, 2010s etc.
* When writing about spans of time or quantity: use, for example, *between* 1640 *and* 1720; **or** *from* ten *to* fifteen.

Or use 10–15; 1640–1720.

## Quotations

* quotations of fewer than forty words: double inverted commas, single inner
* quotations of forty words or more: displayed, indented left and right 1cm, font normal, no inverted commas

## Bullet lists

* full sentences – initial capital and full stop for each entry
* short items – no initial capital and either no punctuation or a semi-colon at end of each item until final entry. Full stop at end of final item, optional

## Capitalisation

* no initial capital for job titles or ranks unless used as a name, before a name or as a form of address. For example, Prime Minister Abiy Ahmed *but* the prime minister of Ethiopia
* all lower case for names of academic disciplines (except languages and names of religions or religious traditions): for example, Russian history, geography, film studies, English literature, Islamic studies, Urdu
* initial capitals for names of universities and departments: for example, Department of History, University of Delhi

## Numbers

* one to nine (except where measurements or units), 10 onwards in numerals
* 2,000 50,000 500,000
* numbers in a range linked with a closed-up en rule: 75–76, 1940–45
* elision of numbers (135–36, 32–33, 147–49)

## Symbols

* 7mm, 6km, 23kg (no full stops)
* 6 per cent in running text *but* 6% in tables /diagrams

## Dates and times

* 14 March 2017
* the 1940s
* fifteenth century
* elision of dates: 1943–44, 2012–15, 1872–80 (include last two digits of second year)

## Use of bold, italic, underlining

* italic for titles of books, newspapers, journals, films, plays, long poems and other published works. (No italic for titles of religious books, for example the Bible, Qur’an, Torah, Rig Veda.)
* italic for titles of television programmes, CDs, paintings and other works of art
* italic for emphasis and for unusual or foreign language terms (e.g. terms in Amharic transliterated in English)
* roman type with single inverted commas for titles of chapters within a book, articles within a journal, short poems, songs and stories, etc.
* no underlining within text except for website URLs
* bold for emphasised passages of text

## Transliteration of Amharic or Tigrigna terms in English

* All Amharic and Tigrigna terms appearing in text should be transcribed according to the transcription rules set out by the Encyclopaedia Aethiopica: <https://archive.is/bBWaz#selection-39.4-39.28>
* Briefly, the following transliteration rules apply:
* ሀh ለl ሐḥ መm ሠś ረr ሰs ሽš ቀq ቐq በb ተt ቸč ኀḫ ነn ኘň አ’ ከk ኸḵ ወw ዐ‘ ዘz ዠž የy ደd ጅǧ ገg ጠṭ ጨč̣ ጰp̣ ጸṣ ፀṣ́ ፈf ፐp ቈqʷ ኈḫʷ ኰkʷ ጐɡʷ
* Vowels from 1st to 7th order should be written as: ä, u, i, a, e, ә, o

## References

* References should be provided as hyperlinks to the relevant text, followed by a full bibliography. Authors are encouraged to cite open-access sources that can be accessible to all readers, especially those outside the UK. The bibliography should follow the APA Referencing Style, which can be consulted at the link: [**https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works**](https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works)

## Word list (spelling/hyphenation/capitalisation)

|  |  |  |
| --- | --- | --- |
| **ABC**  amid (*not* amidst)  among (*not* amongst)  cooperate  coordinate  cross-culturally  cross-sectorally | **DEF**  Eurocentric  ethnocentric  focused (*not* focussed) | **GHI**  global South, global North  Holy Bible  Holy Book |
| **JKL**  judgement  layman/laywoman  lifelong | **MNO**  Muslim (*not* Moslem)  ongoing | **PQR**  religio-cultural  premarital |
| **STU**  socio-cultural  towards (*not* toward) | **VW**  well-being  while (*not* whilst)  worldview | **XYZ** |
| **one to nine, 10 onwards** |  |  |