

## Scottish Universities Press Style Guide

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### Introduction

Please refer to this style guide while preparing your manuscript, ensuring that all authors, editors and contributors are provided with a copy. Please [get in touch](#) if you have any particular style or language requirements for your manuscript. The most important point is consistency in style throughout the manuscript.

### Spelling:

- Use UK English spelling and punctuation and be consistent throughout the text. Please refer to the [Oxford English Dictionary \(OED\)](#).
- Use either 'lise' or lize but be consistent throughout the text.
- Use the original spelling and punctuation in quotations.

### Punctuation:

- Hyphenation:
  - Use minimal hyphenation (e.g., decision maker).
  - Use for a compound adjective (e.g., old-fashioned).
  - Use consistently throughout the text.
- Commas:
  - Do not use the Oxford comma (also known as a serial comma) expect for clarity. For example:
    - 'Jane bought milk, bread and bananas.' Not required.

- ‘I invited my parents, a writer, and a singer.’ Required. Without the comma it could be read as saying the parents are a writer and a singer.
- Dashes:
  - Use spaced en dashes (‘–’), not em dashes (‘—’) or hyphens (‘-’). Use unspaced en dashed for number and date ranges where applicable.
- Colons/Semi-colons:
  - Use semi-colons for separating items in a complicated list.
  - Use colons to introduce a list or block quotation.

### Headings:

- Capitalise the first letter and proper nouns only.
- Clearly differentiate between different levels of subheading, for example using different sized text.

### Quotations:

- Use single quotation marks and use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words with a space above and below. Indented quotations have no quotation marks.
- Use square brackets when clarification is needed.
- Use an ellipsis (...) with a space on either side to indicate where material has been omitted from a quotation.
- Translation: Quotations should be in their original language with an English translation immediately following in parentheses.

### Capitalisation

- Keep capitalisation to a minimum, use for proper nouns and formal organisations etc.

### Italics and bold:

- Avoid using bold, except for heading style.
- Use italics for emphasis and only if necessary.
- Use italics for book and journal titles, newspaper titles, film titles, play titles, stage directions, foreign words/phrases. Do not italicise religious texts such as the Bible or Quran. Use roman and single quotes for poem titles.

### Number and dates:

- Spell out numbers one to nine, use numerals from 10 onwards with the following exceptions:
  - Units of measurement (e.g., 7 kg).
  - Numbers that begin a sentence.
  - Use words in phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand).
- ‘Per cent’ should usually be spelt out, use % in tables.
- Elide numbers to minimum digits in ranges, e.g., 233–4 (however note 115–16); dates, e.g. 1993–4.
- Use a comma for large numbers (e.g., 5,000).
- Centuries should be written as words, e.g., eighteenth century.

- Dates as British usage: Tuesday, 23 May 2023.

### Abbreviations and contractions:

- If you need to use abbreviations, write out in full at first use adding the abbreviation in parentheses. Use the abbreviation through the rest of the text.
- Please avoid the abbreviations 'e.g.' and 'i.e.' and 'etc.' in the main text. Use phrases instead: 'for example', 'such as', 'this means', 'and soon'.

### Inclusive Language

SUP is committed to equality and diversity and request that authors use non-discriminatory language. We recognise that the language people use to describe themselves can be very personal and will vary from one person to the next.

Authors must familiarise themselves with the terms generally in use by the specific people they are writing about and the reasons certain terms are preferred. We request that authors take responsibility for their language choices and consider their use of terminology carefully.

A general principle of good practice in choice of terminology is to use language that includes all persons in its references and does not assume any characteristics or preferences of the intended audience.

For some useful resources, please see the [SCURL Equality, Diversity and Inclusion Glossary](#).

### References

- You can use any of the major bibliography or citation styles. Please use your chosen style consistently throughout the book.
- If you are not sure which style to use, contact your institution or department for advice.
- Please indicate which style you are using when submitting your manuscript.
- Please make sure that you use the Endnote function within Word (if applicable) as this will help the typesetters.

### Edited Collections

- Editors should provide a copy of this style guide to all contributors.
- Writing style and format should be consistent across all chapters.
- References:
  - Please choose one bibliography or citation style and ensure that this is used consistently throughout the volume for each chapter.
  - Please provide end-of-chapter bibliographies and references rather than a complete end-of-book list.