

## **UCD PRESS Style Guidelines**

UCD Press uses a version of MLA with adjustments for house style.

### **1 FORMAT AND FILES**

We would appreciate two printouts as well as digital Word (or rtf) files. All copy, including indented matter, notes and references, should be typed in 1.5 spacing. Pages should be numbered in the top right corner consecutively throughout the book: please do not start each chapter at page 1. Do not include any headers or footers apart from page numbers. Chapters should be submitted on separate files and each filename should contain the number of the chapter.

Please ensure that you send us your final version. We cannot accept updated files once we have started work on your book and editors should warn contributors not to submit revised files.

### **2 PRELIMS**

These consist of the Title Page, Dedication, Contents Page, List of Illustrations, Preface, Acknowledgements, and the Introduction if it is short and is not to be a numbered chapter. Please put these items together for us on one file, and give it the number zero in its filename.

### **3 TEXT**

Indent your paragraphs – otherwise we can't tell whether you intend to start a new paragraph after quotations. It is very important that you check that all indented paragraphs after quotations are correct before you submit the final manuscript. You can help us a great deal by putting a tab at the beginning of paragraphs – if unsure, please ask us about the best way to do this. Do not leave an extra line space between paragraphs. Please indent paragraphs after block quotes.

### **4 HEADINGS**

Please avoid using automatic formatting. Your text subheads should be selected carefully with consideration to appropriateness and succinctness. Subheads should be limited to a maximum of three levels and used consistently, for example: major level (large bold upper and lower case); intermediate level (text size underlined upper and lower case); minor level (text size upper and lower case italics).

### **5 QUOTATIONS**

A. Short quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations. Long quotations or extracts of four lines or more should be indented from the left-hand margin without quotation marks. Insert a line space above and below the quotation. Words or punctuation not present in the original should be enclosed in square brackets. Italicisation not

present in the original should also be indicated at the end of the quotation: [my italics] or [emphasis supplied].

If a quote contains something contrary to our house style, i.e. Mr. or a 'z' spelling, leave as is.

- B. Full stops and commas can be placed both within and outside the closing quotation mark of quoted material. If the quoted material is a full sentence please leave the full stop/comma inside the quotation mark; if it is only part of a sentence, the full stop/comma is outside the quotation mark. If the text could function as a complete sentence, even if the cited text did not start with a capital letter, then the full stop/comma also stays inside the quotation mark.

Please note the following examples:

The author writes 'The trial would last eight days.'

In both, he concludes, 'there is no salvation, because there is no finality.'

He said that his best days were 'yet to come'.

We rely on attention to detail from the author here as we are unable to check the original sources of every quote provided. Please make sure that the correct capitalisation and sentence break is used when quoting.

- C. There are no quotation marks on block quotes opening chapters.

## 6 SPELLING

British spelling should be used throughout. Use -ise in preference to -ize. Use as few italics as possible. Leave commonly used Latin words in roman – e.g. ad hoc, status quo, passim. Do not italicise foreign words that are proper nouns (e.g. Bundestag) or quotations in a foreign language. Use italics for the titles of books and journals.

Take out full points in U.S.A. and other such abbreviations: type USA, UK, MA, PhD, etc. Do not use full points for abbreviations which include the first and last letter in the singular (Mr, Dr, Mrs but Prof., univ.).

## 7 CAPITALISATION

In references to book titles, subtitles, journal titles and newspaper titles our preferred style is:

- Capitalise the first word
- Capitalise all **nouns** (*The Animals of Europe*), **pronouns** (*Save Our Children; The Memories That Thaw*), **verbs** (*What Is Science?*), **adjectives** (*The Ugly Duckling*), **adverbs** (*Only Slightly Corrupt*), and **subordinate conjunctions** (*After, Although, As If, As Soon As, Because, Before, That Unless, Until, When, While*), including the second part of hyphenated major words (e.g. Self-Report not Self-report).

- Capitalise all words of four letters or more.

It is our preference that this style is applied to all publication titles, regardless of what language they are written in.

In body text, use lower case for state, liberals, communists etc., except where there is a specific reference, for instance, the Liberal Party.

However, note that we prefer to use sentence case in the titles of journal articles, newspaper articles and chapter titles (except for the first word and proper nouns):

‘Spatial transformation and social agency: Property, society and improvement in Ireland, 1800–1950’

## **8 NUMBERS AND DATES**

Spell out numbers up to ten and numbers that begin a sentence.

Abbreviate numbers thus: 23–4, 100–9, 170–89 **but note** 17–19, 211–18

Dates should be in the form: Monday, 18 January 2009 (not 18th or 18th)

1950s not 1950’s

Centuries: nineteenth century, twentieth century.

Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece

Percentages: always spell out per cent in the text instead of using %, except in tables or in text containing a lot of numbers in which case % looks clearer.

## **9 DASHES**

We use en rules with space before and after as dashes in the text. It is also correct practice to use en rules and not hyphens in numbers and dates: 8–10; 1990–2010

## **10 SPACING**

Please put in one space between initials M. G. not M.G. or MG. Insert one space after commas, full stops, colons etc. However, MP and TD are styled without full stops or spaces.

Remove all double spaces and replace with a single space. To do this in Microsoft word. Open Replace (Ctrl +H) and search and replace double for single space.

## **11 TABLES AND FIGURES**

Tables should normally be included in the Word file of the relevant chapter. Footnotes to the table and sources should go immediately beneath the table.

We cannot convert graphs that have been embedded in a Word document. Please provide a printout of a graph so the typesetter can see how it should look, but also supply the data separately (on an Excel file).

## 12 PICTURES

Artwork (such as maps) and pictures should normally be supplied as jpeg or tiff files at a minimum of 600 dpi for use on the cover and at a minimum of 300 dpi for use within the book. Please provide full captions and copyright details for all illustrations, and indicate clearly where they should be positioned within the text. Copyright clearance is the responsibility of the author.

## 13 COPYRIGHT

All permission should be sought by the author prior to publication for reproduction of photographs or extensive quotations from copyright material (where the author has not been dead for 70 years). Please provide a copy of written permission, we can give advice if necessary. All copyright permissions need to be clearly stated in the Acknowledgement page.

## 14 COVER

Cover images (600 dpi jpeg/tiff files required) and ideas must be supplied by the author at the same time as the delivery of the final manuscript. All copyright clearance should be in place. The Press has full control of the final design, based on the contract agreement.

## 15 NOTES AND REFERENCING

It makes no difference to us whether your notes are presented to us as footnotes or endnotes. We have to remove all the formatting. Please note that it is extremely troublesome to add or remove notes after we have started working on your files or at proof stage, so please try to have all notes complete on delivery of the final manuscript.

Our books contain various forms of referencing appropriate to the different subject areas in which we publish. For edited books it is the editor's responsibility to standardise the referencing into an appropriate format before the final files are submitted.

With short title referencing, it is our practice **not** to carry the short-title reference throughout a book, but to **repeat the full reference when it appears for the first time in each chapter**. This is especially important in essay collections and in books by multiple authors as individual chapters may only be read. Similarly with the author's name it is our practice to use the **full name in the first instance** in each chapter, followed by only the surname in subsequent instances.

We write page numbers as follows: p. 10 or pp 10–110.

Note the style for pp references: 120–34, 120–4 **BUT** 117–15

Edition is written as edn

It is our preferred style to separate titles from subtitles with a colon as opposed to a period.

### Types of references

#### A. In endnotes

##### i. Monographs

When referencing a book for the first time, we use the author name, the title (in italics), publisher, year of publication and the page number.

**First name Surname, *Title: Subtitle* (Location, Year), p. XX.**

Subsequent references within the same chapter may be abbreviated to:

**Surname, *Title*, pp XX.**

If the same source is referenced again in a subsequent chapter, the full reference must be used in the first instance.

To be as succinct as possible in the notes, we prefer to use the term 'ibid.' to denote cited material that has been repeated in the note directly preceding it.

1. Robert Mohr, *How to Write* (Dublin, 1998), p. 27.
2. Ibid., p. 67.

Please note that 'ibid.' should not be used when the preceding note contains references to more than one piece of material. The shortened version of the reference appears instead.

3. Mohr, *How to Write*, p. 48; Aidan Moran, *Managing Your Own Learning* (Dublin, 2000), pp 3–5.
4. Moran, *Managing Your Own Learning*, p. 35.

Pamphlets are referenced in the same style as books.

##### ii. For an edited collection:

**First name Surname, 'Article title', in First name Surname (ed./eds), *Title: Subtitle* (Location, Year), p. XX.**

##### iii. For a journal article:

**First name Surname, 'Article title', in *Journal title* issue number (year), pp XX–XX.**

When referring to periodicals with volume and series numbers it is our preference to use the succinct 3:7 as opposed to vol. 3, series 7. However, if the style is consistently the latter it is acceptable to keep this presentation. Do ensure consistency at all times.

‘Writing style’, in *Journal of English Grammar* 3:7 (Aug. 2005), pp 36–8.

iv. Newspapers are referenced as follows: ***Newspaper title*, 22 Aug. 1925.**

v. Archives and primary sources:

**Archive Name, Archive Location, Paper Name, Year, Paper title (such as witness name), p. XX.**

vi. Websites: Item, **http://www.websiteaddress.com, date accessed.**

In general we prefer to be as succinct as possible in the notes and please pay particular attention to our comments about capital letters, numbers and dates, and spacing.

A. In bibliography

i. Monographs

Surname, First name, *Title: Subtitle* (Location: Publisher, year).

ii. For an edited collection:

Surname, First name and First name Surname, eds, *Title: Subtitle*  
(Location: Publisher, year).

Surname, First name, ‘Chapter title’, in First name Surname, ed., *Title: Subtitle* (Location: Publisher, year), pp. XX–XX.

iii. For a journal article

Surname, First name, ‘Article title’, in *Journal Title*, issue, year, pp XX–XX.

iv. Newspapers are referenced as follows

*Belfast Newsletter*, 1882

*Daily News* (London), 1882

v. Archives and primary sources

Harrington Papers, Ms 8576

vi. Websites

Source, <http://www.website.com/>

## 16 INDEX

It is generally easiest to leave the entire preparation of the index until you have page proofs. Ideally the author/editor will prepare the index as they are most familiar with

the text. If a professional indexer is required the Press can advise on options. The cost of a professional indexer is the responsibility of the author. The author/editor will be required to read the index carefully and add or delete entries before final publication.

## 17 GENERAL STYLE NOTES

We prefer an uppercase Chapter when used in the text, e.g. in Chapter Four.

In the case of acts, memoranda etc. it is common practice to leave these as lowercase unless it is a direct reference to a specific act. The word ‘bill’ is lowercase even when referred to specifically.

1. Those who had lost their houses could apply for compensation under the 1923 Damage to Property Act.
2. These land acts and later ones began to facilitate the transfer of land from landlords to tenant farmers.
3. There were many voices for and against the Home Rule bill.

The same point applies to terms such as government, minister, etc.

Hyphenate a phrase if used as an adjective e.g. eighteenth-century masterpiece, nineteenth-century Ireland.

In general, avoid overuse of the following words to begin sentences or paragraphs:

- furthermore
- nevertheless
- nonetheless
- however
- moreover
- firstly/secondly/thirdly, etc.

Italicise Irish words and place names.

‘She or he’ rather than ‘S/he’ or ‘(S)he’. Please try to avoid overuse by rewriting the sentence.

Time is styled as 7 a.m. and 7 p.m. as opposed to 7 am and 7 pm.