

UCD PRESS Style Guidelines

1 FORMAT AND FILES

We would appreciate a printout as well as Word (or rtf) files. All copy, including indented matter, notes and references, should be typed in double-line spacing (or 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's 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. You can help us a great deal by putting a tab at the beginning of paragraphs – please ask us about the best way to do this. Do not leave an extra line space between paragraphs.

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

Short quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations. Long quotations or extracts of three 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].

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:

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

He said that his best days were ‘yet to come’.

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, 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 CAPITAL LETTERS

Use lower case for state, liberals, communists etc., except where there is a specific reference, for instance to the Liberal Party.

In references to book titles and subtitles and journal and newspaper titles our preferred style is to capitalise the first word and 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*).

But we also prefer not to use capital letters 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: 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.

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 600 dpi files. Please provide captions for your figures and indicate clearly where they should be positioned.

13 COPYRIGHT

Permission should be sought by the author 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.

14 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.

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. 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.

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: UCD Press, 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.

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

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.

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

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

6. David Hope, *Starting a Novel: From Blank Page to Bestseller* (New York: Oak Press, 1995), p. 4.

In general we prefer to be as succinct as possible in the notes and please note in particular our comments about capital letters in paragraph 7 above, numbers and dates in paragraph 8, and spacing in paragraph 10.

15 INDEX

It is generally easiest to leave the entire preparation of the index until you have page proofs.