Practical Action Publishing

HOUSE STYLE GUIDE

This House Style Guide is intended to assist anyone writing, editing or keying in material for Practical Action Publishing, and we ask that our authors, editors, copyeditors and proof readers work to these rules.

In general we follow 'Oxford style'. This document records those areas where, because of our particular needs, we need either to build on or vary from the 'Oxford style', or where practice varies so much that it is useful to record the preferred options.

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SUBMITTING THE TYPESCRIPT

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FEATURES OF THE TEXT

Titles, headings and sub-headings

Remember that your choice of words for an article or chapter title will influence whether your work will be found online. Make sure your title includes the most important keywords and demonstrates the significance of your research. The title should be unambiguous and clear in both its meaning and syntax. For example:

'Risk‑sharing models increase market access and financial and non-financial services to farmers'

'Qualitative risk assessment of self-supply hand-dug wells in Nigeria: a water safety plan approach'

These titles are descriptive of the content of the article, and they include phrases that your readers will search with.

When structuring your article or chapter, keep to two (or at most three) levels of heading below the chapter-level heading. Please choose a style for each level of heading and stick to it throughout the text. Make sure that the hierarchy is clear but do not number the heading levels. The only numbered headings should be the chapter headings, and if the book has them, the part headings.

Copy editors should indicate the headings in the following way:

[CN]CHAPTER 4

[CH]Power for pumping

[A] Human power

[B]Handpumps

[C] The rotary-drive handpump.

> [C] level headings are usually reserved for paragraph headings, in which case they are shown as, e.g. [C] *The rotary-drive handpump*. This type of handpump is appropriate where....

Abstracts

Each article or chapter should begin with a short abstract of 100-150 words, describing the content and main findings of the chapter. A good abstract is key to enabling your article or chapter to be found by online searchers; and then for those searchers to want to download

the whole article. The abstract is the main place from which a search engine such as Google will take the data to determine how high up to list your article.

- Including the keywords and key phrases in your abstract is one of the best ways to optimize your article on search engines.
- Consider the first sentence of your abstract; this is visible within the Google search results, therefore your first sentence should get straight to the point and include strong keywords. For example:
'How can microfinance institutions be helped to move from mainly urban clients to smallholder farmers? This case study shows...'

Key words

Researchers search online using keywords and phrases. Consider what you would search for if you were researching this subject area. Think of every likely angle that someone would search on, and make sure that the angle is covered with a keyword or phrase.

1. Choose 4-6 keywords or phrases for your article or book chapter, as well as 4-6 keywords for the overall book. The first 3 terms in your list should describe the content broadly and the last 3 should be more specific. For a book chapter, some keywords may be repeated from the overall book keywords.
2. Use simple, specific noun clauses. For example, use variance estimation, not estimate of variance. Avoid unnecessary prepositions, especially in and of.
3. Important words or phrases taken from the title, abstract and text (especially concluding paragraph) may be repeated in the keywords – in fact this is desirable. Avoid keywords that don't appear anywhere in the text, unless these are synonyms for important terms (see (6)).
4. Note geographical areas of applications where appropriate.
5. Avoid acronyms where possible, unless they are in popular use e.g. HIV, USAID. Include only the names of people if they are part of an established terminology, for example Skinner box, Poisson distribution. Don't use jargon or invented keywords that people probably won't search on – keywords should reflect a collective understanding of the subject area
6. Include synonyms and related terms, bearing in mind that not everyone will search for information in the same way. If a concept is, or has been, known by different terminologies, use a keyword that might help a user conducting a search across a time-span, or from outside your speciality.
7. A good way to see if your keywords work is to type them in to a search engine (e.g. Google or a specialist one) and see if it returns articles similar to yours.

Digital Object Identifiers (DOIs)

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All books, chapters and journal articles will be assigned a DOI by Practical Action Publishing that will appear on the opening page. This is a digital link that, unlike many urls, will always remain 'live'. When other writers cite your article and include the DOI in their reference list, their readers can link straight from this DOI to your article. For example: http://dx.doi.org/10.3362/1756-3488.2011.010

Tables, boxes and lists

Tables

- Avoid more than four or five columns, especially if the book is to become an ebook i.e. to be read on the small screen of an e-reader. Try breaking up large tables into smaller tables, or boxes.
- Tables must be created in Word and included in the text file. Please do not copy tables as images into the Word doc or supply tables in Excel files. Very large tables can be supplied as separate Word documents.
- Make sure that the copy lends itself to tabulation. If column or row headings are a problem, then think about putting the information back into the main text as copy or putting it in a box.
- Tables should be numbered independently of any other illustrations and consecutively within each chapter, e.g. Table 1.1, Table 1.2, Table 2.1, etc. (use '0' for tables in an introduction and 'A' for any in an appendix).
- Please make table titles short and to the point. Table titles should include the table number, beginning with an upper-case initial and have no terminal punctuation: Table 1.1 This is a table title
- Please keep the formatting of tables to a minimum, i.e. do not include shading of different columns or rows or unnecessary use of bold and italics.
- For column and row headings, use an initial upper-case letter; for descriptions of units given under column or row headings, use lower-case letters throughout, e.g. Length of stay (column or row heading); weeks per year (units). For table main body text, use initial caps only; proper nouns as usual have initial capitals.
- Source should be put at the bottom of the table. The word 'Source' will be in italic followed by a colon.
- Notes to tables should be superscript Arabic numbers.

Boxes

Boxes can be useful devices, for example, to display a case study that highlights the core message of the text, or to display material that is not essential to the understanding of the main text. In these cases, the relationship to the main text should be made clear, by referring to the box in the text. If overused, text boxes can make a publication difficult to follow. Particular style points:

- Don't box quotations.

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- Don't define tabulated material as a box. Define as a table.
- Boxes must have a title and be numbered by chapter (e.g. Box 3.1)
- As a general rule, don't box numbered or bulleted lists.
- To avoid boxes being broken over a page, try not to exceed 400 words.

Lists

As a general rule, lists of a few items should be incorporated into text sentences. Too great a use of bulleted lists makes the document difficult to read; lists are not a suitable medium for presenting the various stages of an argument because the 'connecting tissue' between the elements is missing. If you do decide that you want to draw special attention to a list, separate it from the main text and use numbers or bullets for each entry. Specific points of style for lists:

- Use a numbered list when the contents amount to a progression that needs to occur in a specific order, and a bulleted list when the order is of no significance.
- Separate items in run-in lists with semi-colons. If you want to label them, use the style ': 1) Mercury; 2) Venus; 3) Earth.' (Don't use full stops after the numbers in a run-in list.)
- Use full stops after numbers in displayed lists.
- When items in a displayed list are complete sentences, begin with an upper-case letter and end with a full stop, e.g.:
  1. Full sentence.
  2. Full sentence.
  3. Full sentence.
- When items in a displayed list are just words or phrases, begin with a lower-case letter and separate the items with semi-colons. Put a full-stop at the end of the last item in the list, e.g.
  - word;
  - phrase;
  - phrase;
  - word.
- Avoid mixing the two styles.
- Text following a list. This should be indented as for a new paragraph.
- Headings. Use italics rather than bold for a heading within a list (as in these last two items).

Illustrations

Authors should produce final artwork that is ready for incorporation into the text. This should either be in a suitable electronic format or high-quality artwork which is ready to be transferred straight to film.

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- **Photographs** should be submitted at a resolution of 300 dots per inch, at the size you would like them published, or larger. They should be submitted as separate jpeg or tiff files (tiffs are preferred for colour cover photos).
- **Line images** should be at a resolution of at least 300 dots per inch at the size you would like them published. They should be two-dimensional and NOT three-dimensional.
  Drawings in WordArt and similar packages tend to lack resolution once they are converted. It is preferable to have such illustrations redrawn professionally before the typesetting process begins, using a professional drawing package such as Adobe Illustrator. Please do not hesitate to ask a member of the editorial team for advice. If you cannot get your illustration redrawn in Illustrator, WordArt can sometimes be an acceptable second best. Draw each figure at the size that you would like it to appear (normally up to 11cm wide) on the page with the labels in 9pt (font: Arial), lines in 0.75pt and each figure saved as a separate numbered and named file (the filename should include the figure number and caption). Use tints sparingly or not at all.
- **Graphs** are best supplied in the spreadsheet package from which they were produced (e.g. Microsoft Excel).

Illustrations, whether photographs, line drawings or electronic images, should be supplied separately from the main text. Please number all illustrations (figures and photographs numbered separately) consecutively within each chapter. Any photo credits are formatted as Credit: name name. Do not include the figure caption within the image, but do include it in the file name, after the figure number (e.g. Figure 2.3 The market map of the cardamom value chain in Taplejung, Nepal). Put a marker including the number, caption and any necessary source in the main text to show placement of the figure (e.g. 'Near here: Figure 2.3 The market map of the cardamom value chain in Taplejung, Nepal).

Do not supply eps files as these cannot subsequently be edited.

Whatever the source of your illustrations, please do not embed the images or scans into a Word document or other word processing file.

Cross-references

When referring to other sections of the same book, or other articles in the same journal issue, avoid giving a page reference (which will be meaningless in the ebook version) or referring to e.g. 'Cook's article in this issue' (which will be meaningless if the article/chapter is offered separately from the rest of the issue or edited collection). Instead refer to a section by its heading (e.g. 'see Chapter 3 section 'Methodology of the study'') for an authored book, or give the full reference for a journal article or chapter in an edited collection (e.g. 'see Cook, 2012' followed by an entry in the reference list).

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Footnotes/endnotes

- Footnotes should be avoided and replaced with endnotes to the main text. Endnotes should be numbered by chapter and identified by superscripted numbers placed after punctuation and highlighted.
- All references should be in the text (Harvard system) and not put in full in endnotes. Endnotes should be used for further (minimal) clarification.
- Note that Waterlines , Enterprise Development and Microfinance and Food Chain do not use footnotes or endnotes.
- Positioning: endnotes should be placed at the end of each chapter for both edited collections and authored works (all chapters by the same author/s), followed by a reference list.

Bibliographical information

All book authors and editors, chapter contributors and article authors should supply the following information: their current affiliation (main employer); followed by other details of past or current employment that were relevant for writing this article or chapter. One or two sentences are sufficient for article or chapter contributors; one or two paragraphs for editors or book authors.

For example:

'Dr Josephine Brown, University of Dundee. Josephine Brown carried out PhD research in Burkina Faso 2012-13 focusing on self-supply water sources and funded by WaterAid.'

References

There is a moral obligation to acknowledge the use of others' words or ideas. Please use the Harvard system of reference. The Harvard system gives the author's surname and year of publication (and a page reference if you have given a direct quotation) in parentheses in the text, and. In-text citations take the (author surname, year: page number) format. A page number is necessary if a direct quote is given, otherwise just (author, year) is needed. Citations in a figure, table or box source are formatted as author, year without brackets. A full reference must appear in a list at the end of the chapter/article entitled References. All titles listed in the References must be cited in the text and vice versa (i.e. not a bibliography).

In-text citations are ordered chronologically, then alphabetically if same year. Check that publishing organizations are not listed as authors where individual authors are named on the publication.

Please use the following examples as a style guide when writing out references.

In the text

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(Bloggs, 1999)

(Bloggs, 1999a) [use a, b, c etc., by alphabetic order of work, if necessary to distinguish between several titles published by the same author in the same year]

(Bloggs, 1999: 22) [use a colon and a character space before page references]

(Bloggs, J, 1999) [use the first initial if necessary to distinguish between titles by authors with the same surname]

as Bloggs states (1999)... [don't repeat the author's name in the reference if it has already been mentioned in the sentence]

(Bloggs, 1979, 1999) [use commas to separate titles by the same author]

(Bloggs and Smith, 1999) [write out up to two author names for a title]

(Bloggs et al., 1999) [use 'et al.' to avoid writing out any more than two author names]

(Bloggs, 1998; Smith, 1999) [use a semi-colon to separate titles by different authors]

In the references section

Order all titles alphabetically by authors' surnames. Several titles by the same author should be listed chronologically by publication date. Several titles published by the same author in the same year should be ordered alphabetically by title and be given the labels a, b, c etc. to distinguish them from one another in the in-text references (begin the labelling with the first title). The basic formula is as follows: author, date, title, publication details. US states (e.g. DC, NY) must appear after the city in publisher location.

Use n.d. in the text and (no date) in the References if the date of publication is unknown.

Please follow the examples for punctuation and typeface – use italics and title case for the names of books or journals; use single quotes and sentence case for article titles:

Bloggs, J.A. (1996) *Book Title*, Practical Action Publishing, Rugby.

Bloggs, J.A. (1998) *Book Title: Subtitle Upper and Lowercase Throughout Except for Small Words*, Practical Action Publishing, Rugby.

Bloggs, J. (2001a) *Book Title*, 3rd edn, IT Publications, London.[first of more than one title for this author in this year]

Bloggs, J.A. and Smith, P. (2000) *Book Title*, Practical Action Publishing, Rugby.

Bloggs, J.A., Smith, P., Jones, D. and Martin, L. (1999) *Book Title*, Practical Action Publishing, Rugby.

ITDG Publishing (2002) *Engineering in Emergencies*, 2nd edn [CD-ROM] ITDG Publishing, Rugby.

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Holland, M. (2004) *Guide to citing Internet sources* [online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/citing_references/citing_internet_sources.html [accessed 4 November 2012].

Articles in periodicals / chapters in books

- Articles and chapters take initial and essential (i.e. proper nouns) caps only.
- Periodicals are in italics and take upper and lowercase throughout.
- The issue number is not usually necessary.
- Please give the DOI (digital object identifier) where available, displayed as below. These are increasingly available for published articles, and they enable readers to go straight from your reference list to the cited article in a link that does not break with time. Google Scholar is useful for finding DOIs. Please display the DOI as below.

Bloggs, J.A. (1987) 'Article title', *Journal Title* 54: 22—6 <http://dx.doi.org/10.3362/1756-3488.2011.010>.

Bloggs, J.A. (2001) 'Chapter title', in P. Smith (ed.), *Book Title*, pp. 11—19, Practical Action Publishing, Rugby.

Websites and electronic data

Websites should be listed in or following the References, not in the text. As far as possible, reference electronic publications and webpages following the pattern for articles:

- author's name (or, if not known, organization);
- date of publication or of posting (if known);
- title of the article or webpage;
- title of complete work or journal (if there is one) plus volume or page numbers;
- type of medium [in square brackets];
- organization publishing the information;
- address of electronic source <within angle brackets>; note that URL addresses have no terminal stop.
- date accessed [within square brackets].

Much information is put up on the internet by organizations without citing a specific author. In such cases, ascribe authorship to the smallest identifiable organizational unit (this is similar to the standard method for citing works produced by a corporate body).

Examples:

User Glossary Working Group (1986) Internet user's glossary [website], Internet Engineering Task Force, Reston, VA, http://www.ietf.org/rfc/rfc1983.txt [accessed 26th May 2004].

Brown, M. (2012) 'Sanitation is key in controlling worm diseases' in Sanitation Updates [blog] < http://sanitationupdates.wordpress.com/> (posted 30 January 2012)) [accessed 8 February 2012].

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Bloggs, J.A. (1998) 'About today's date', Centre for Mathematical Education [website] <http://acorn.educ.nottingham.ac.uk/cgi - bin/daynum> [accessed 5 March 2006].

General points of style for References sections

- Use the following abbreviations as necessary: edn (edition), ed. and eds (edited by), tr. (translator), comp. (compiler), ad. (adaptor), vol. (volume), rev. (revised), p. or pp. (page or pages).
- ibid. should only be used in the text when referring to a repeat of citation directly above.
- If an organization is listed more than once in the Bibliography, write out its full name on the first mention, giving initials in parentheses, then use the initials thereafter:

Department for Education and Employment (DfEE) (1995) *Book Title*, Publisher, Place of publication.

DfEE (1997) *Book Title*, Publisher, Place of publication.

DfEE (1999) *Book Title*, Publisher, Place of publication.

Index

The index is not compiled until the proof stage, i.e. once the page layout is finalized. If it has been agreed with the Publisher that you will supply an index for your work, please discuss with us the best method of preparation and presentation. If required, we can source a professional indexer who will complete the work for a fee.

Glossary/List of acronyms

Because of the constraints of ebooks, these should be presented as a list, thus, rather than in two columns:

AfDB	African Development Bank
AMCOW	African Ministers' Council on Water
ASL	Above sea level
BoFED	Bureau of Finance and Economic Development
BoH	Bureau of Health
BoWE	Bureau of Water and Energy

Repeat acronyms at the start of each chapter as only single chapters may be read in a digital collection. Only include the acronym in text (in brackets after the name in full) if it is used more than once within the chapter. At the beginning of the book, list only those acronyms that are used frequently throughout the book, i.e. a minimum of 10 times. Do not list every single acronym that appears in the book.

Style sheet/word list (for copyeditors and proofreaders)

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We require copyeditors to send back a style sheet showing forms of common words/phrases used in the book, which the proofreader can check against at proof stage. We ask authors to use British English spelling. Word forms (e.g. two words, one word or hyphenated) need to be consistent throughout a single work, including edited collections where each chapter has a different author/s. It is preferred to use the author/s' most consistent spelling throughout the book. Some examples of such words are policymaker and policyholder, and well-being.

SPELLING, GRAMMAR AND PUNCTUATION

Abbreviations and acronyms

- Standard abbreviations that will be familiar to your audience can be used throughout, e.g. BBC, UK, USA.
- Less familiar abbreviations, and those specific to the subject area of the book, should be written out in full on their first mention only with the abbreviation in brackets (no full points between letters), e.g. Department for International Development (DFID), North Atlantic Treaty Organization (NATO), International Monetary Fund (IMF).
- No full point after metric units of measurement, and put a space between number and unit: 20 km, 2 g. Exceptions: degree sign, 14°C, and per cent sign, 20%.
- In text, units of measurement are abbreviated when used with a numeral, 5 kg, but spelled out otherwise: the kilogram is a handy unit of measurement. (See Numbers below.)
- Plurals of abbreviated units are the same as the singular: 60 kg, 1 kg.
- For a full list of units of measurement, see the International System of Units on wikipedia or the New Oxford Dictionary for Writers and Editors, p. 433.
- No full point after contracted abbreviations (where the contraction ends with the last letter of the word): Mr, Dr, St, Ltd.
- Full points after (but no space between) initials in a name, then a space between the initials and the surname: Dr E.F. Schumacher.
- Time of day: a.m., p.m.
- Historical period: AD, BC.
- ed. (for edited by in References); eds (editors); edn (edition); e.g.; et al.; etc.; i.e.; no. (for number); vol. (for volume) (note that none of these is italicized).
- Figure is spelled out and capitalized; 'in Figure 5, where. . .'.
- Telephone is abbreviated to Tel. (not Phone), and numbers should follow the international system: +44 (0)1926 634501 for Practical Action Publishing.

Capitalization

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Refer to Reference books listed in the Introduction for specific instances. Broad rules are as follows.

- As a general rule, use an initial cap for the first word only (including in chapter headings; subheadings; table, figure and box headings; and captions and labels).
- In reference lists, initial capitals for all important words (not small words) of published book titles and sub-titles.
- Use an upper case initial capital for all proper nouns.
- Capitalize throughout acronyms and sets of initials, e.g. USAID, SKAT, except for those that have become words, such as Oxfam.
- Capitalization should be reserved for proper names. Distinguish between 'the state's government' and 'the State of Bangladesh'. Titles and ranks are capitalized when they accompany a personal name; for example, 'Prime Minister Tony Blair claimed...', 'the prime minister of Retrovania, Lukas Mogdovich, said...', 'in the UK the prime minister is the head of government'.
- Other examples include: Protestant, Catholic, Hindu, etc.; periods and wars, e.g. Dark Ages, Second World War; trade names like Concorde, Vaseline.
- Compass points, such as North, South, and their adjectives (southern etc.) are capitalized if they are part of the title of an area or political division, e.g. Western Australia, South-east Asia, but southern Scotland; the North–South divide, but northern NGO.

Dates

Use the following examples as a guide when writing out dates;

- on 4 August 1902 (day month year – no commas)
- from 4 August to 10 December 1902
- from August to December 1902
- from 1902 to 1966
- 1902–66
- 1879–1902
- 5th century, 18th-century painting
- 5th century BC
- 1900s, 1960s, 2000s, 2040s (no apostrophes)
- 1976–7, 123–4, but 113–14

Foreign languages

Follow New Hart's Rules. Briefly:

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- Use italic type for any words or phrases given in a foreign language (that have not been subsumed into English), with a translation, in parentheses and in roman, if necessary (don't use quotation marks for this translation): e.g. *doppelgänger* (double).
- When you quote in foreign languages, use roman type inside single quotation marks: 'Au fait', 'beau T-shirt'.
- Use accents in more unfamiliar words that would be confusing without: résumé.

Italics

Italicize foreign words or phrases consistently (i.e. not just at the first mention). See *Oxford Dictionary for Writers and Editors* for assistance in deciding which words are 'foreign', but beware of italicizing a word that will be used many times in a book or article. Follow *Butcher's Copy-editing* for a full list of items requiring italic and those requiring roman in quotes, pp. 139–40. Do not italicize proper names e.g. Médecins Sans Frontière.

Also italicize:

- titles of published books;
- titles of periodicals (but article titles are roman and in single quotes);
- long poems, plays, films, radio and TV programmes;
- genera; species (but family should not be italicised): *Gossypium herbaceum* is short-fibre cotton, while *G. barbadense* has relatively long fibres; the genus *Anopheles* belongs to the mosquito family or Culicidae.

Numbers

Spell out the following numbers:

- one to nine inclusive e.g. three people, unless with a unit e.g. 3 mg;
- all numbers that appear at the beginning of sentences (although try to reword the sentences so that the number can come in the middle).

Use numerals for the following:

- numbers from 10 upwards: 17 people, 100 years
- numbers that express a decimal fraction (always use a zero before a decimal point): 0.5, 10.6, 287.9
- with million and billion: 2 million, 2.3 million, 14 million (unless consistently different usage). But note NOT when denoting currency (see Abbreviations above)

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- numbers below 10 when the figure is part of a comparison with a number above nine or is just located close by in the text: 'Children spend between 6 and 16 hours reading every week'
- numbers that express percentages (use '%' in tables, boxes, lists and labels, and 'per cent' in body text): 2 per cent (text), 2% (table, box, list or label)
- Use a comma between thousands: 4,319; 25,000
- Metric units are preferred, but be consistent (metric or imperial) within the typescript. If there are mixed measurements, include a conversion table.
- Tables: always use abbreviations, and also in the heading if possible
- Fractions: write out fractions in text (including captions): two-thirds, three-eighths. Use numerals in tables, boxes, lists, labels.
- Use (for example) 'a third' rather than 'one-third' if there are no surrounding numbers in the text and it would flow better to use this style.
- Number ranges: the dash used is the en dash (available from the insert symbol menu in Microsoft Word): 1923–44; 519–26.
- Check auto-superscript is off for ordinal numbers, e.g. 12th, 1st etc. appear in roman.

Currencies

- For a list of currencies, see wikipedia but use the symbols £, $ and €. Don't repeat the country code if it is the same as used previously, e.g. US$1 then $1.
- Always use numerals to express sums of money.
- Specify the type of dollar or pound on first usage.
- There should be no space between the symbol and number.
- The symbol should precede the number.
- Insert early in book or at a relevant point the US dollar equivalent (and exchange rate date) for non-dollar currencies.

Use the following examples as a guide when expressing sums of money:

- 10p
- £10, £9,999, £2 m, £3.4 m, $7.3 bn
- £19.00, £19.56, £19.50 (not £19.5)

Punctuation

Commas

We employ the serial (Oxford) comma before the last 'and' in lists of three or more items e.g. 'mad, bad, and dangerous to know'. The serial comma can avoid ambiguities relating to groups within lists.

Hyphens

- see *The Concise Oxford English Dictionary* for the use of hyphens in compound words.
- when a hyphenated term has an initial cap, revert to lower case for the letters after the hyphen: South-east
- use hyphens when compound adjectival forms come before the noun: little-known detail, well-read individual, much-needed reform, two-day seminar, 20th-century book, late 19th-century performance, early 18th-century edition. Use only a single hyphen in the compound immediately preceding the noun. (Note, these constructions should not be hyphenated if they come after the noun if there would be no confusion about sense: 'a detail that is little known'; 'he is well read'; 'that manuscript is 19th century'; 'the painting is late 19th century'; but 'Can you do that long-distance?')
- always use hyphens in attributive adjectival and predicative forms with 'self' and 'half' e.g. self-taught child; he was entirely self-taught; mid-week seminar; half-complete assignment; it is only half-complete.
- use hyphens in some compound noun forms (see Appendix ?).
- don't use hyphens with adverbial forms e.g. partly written essay, broadly stated policy

En (and em) dashes

These are the shorter and longer dashes derived from the width of the character n and m respectively.

- Use en dashes in constructions that include two separate but equal components: teacher–student dynamic, the North–South relationship.
- Use en dashes in place of the word 'to': London–Glasgow train.
- Use en dashes in elisions of numbers, dates and times: 2–13 August 1998, 3.00–5.30 p.m. See also number ranges above.
- Use en dashes to separate parenthetical comments from the rest of a sentence (put a character space on either side of the dash) e.g. 'Blah – parenthetical comment – blah'.
- Don't use em dashes at all.

Accents

For letters requiring accents, use the appropriate special character in Word; make a note of any character you need that is not available and where it should appear.

Possessives

- for singular possessives ending with an -s that has an 's' sound, use -s's, e.g. Jefferson Davis's home;
- for singular possessives ending with an -s that has an 'eez' sound, use -s', e.g. Euripides' plays, Ramses' tomb.

Colons

Use a lower-case letter after a colon in the text and in headings, unless the colon follows a 'section' heading, e.g. Introduction: The history of the water pump.

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Quotation marks and quotes

Use single quotation marks and punctuate according to the UK English convention, i.e. put the punctuation outside the closing quotes unless it is an integral part of the copy being quoted, e.g.

Kate said 'Now', and then she went on to...
The last words of Martina were 'Thank you, incidentally, for everything'.
Clare asked, 'Why?'
Toby yelled, 'No!'
Denise said, 'Of course.'

- Display (separate from the main text) all quotations that run to more than five typed lines.
- Indent displayed quotes by one tab stop from the left margin (it doesn't matter what the tab measure is).
- Don't use quotation marks with displayed quotations (if there is a quote within the displayed type, use single quotation marks).
- Use quotation marks for any quoted material that runs in to the main text.
- Use double quotation marks for quotes within quotes.
- If you want to insert text of your own within a quotation (perhaps a change of tense to sit better with your surrounding text) use square brackets e.g. As Blah has noted 'blah [went] blah blah'.
- credit the sources of displayed or run-in quotations, according to the Harvard system (see References section)
- If you want to omit some of a quote, use an ellipsis of three points (use the Word or WordPerfect symbol) to show where text has been removed (you don't need to do this at the beginning or end of quotes).

Spelling

We use Oxford –ize spelling for words where acceptable in UK English, e.g. organization, specialize, modernize; but there are exceptions such as: analyse, incise, advertise. Please consult the Concise Oxford English Dictionary or their on-line function 'ask oxford' if you are unsure how a word should be spelt.

Internet and digital terms

Use the following as a style guide when writing internet or digital expressions:

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- the internet, the World Wide Web, the Web, Web page, homepage, byte, CD-ROM, FTP (File Transfer Protocol), webserver, website, CD, DVD
- email, e-business, e-marketing, e-customers
- online, offline
- remember that URLs do not have terminal full stops

When proof-reading, avoid breaking URLs over lines, but if you have to, make sure the breaks occur at logical places, e.g. the address 'www.practicalactionpublishing.org.uk' might be broken after 'practicalactionpublishing.', 'org.', or 'uk'. Watch out for typesetters adding a hyphen at the line break that is not part of the address. Delete it.

- Please leave 'http' or 'www'. Don't standardize to one or the other. There are some addresses that will not work if you substitute one for the other.

Further reading

Guidelines for the 'Oxford style' can be found in the following books.

- Butcher, J., Drake, C. and Leach, M. (2006) *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders*, Cambridge University Press, Cambridge. ISBN: 0521847133.
- Ritter, R.M. (ad.) (2005) *New Hart's Rules: The Handbook of Style for Writers and Editors*, Oxford University Press, Oxford. ISBN: 0198610416.
- Ritter, R.M. (ed) (2005) *New Oxford Dictionary for Writers and Editors: The Essential A–Z Guide to the Written Word*, Oxford University Press, Oxford. ISBN: 0198610408.
- Oxford University Press (2006) *The Concise Oxford English Dictionary*, 11th edn, Oxford University Press, Oxford. ISBN: 0198608640.
- Oxford University Press (2005) *New Oxford Spelling Dictionary: The Writers' and Editors' Guide to Spelling and Word Division*, Oxford University Press, Oxford. ISBN: 0198608810

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4. You are the 'Corresponding author' for each chapter. There may be co-authors and you should add their names and email addresses on the 'Add, Edit, or Remove Authors' page, and assign the correct order. If you are not one of the authors of the chapter, but are uploading on behalf of the authors, you can remain the 'Corresponding author', but make sure that the chapter opening page has the correct authorship, omitting your name.
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Your prompt consideration of this request would be greatly appreciated.

Yours faithfully