

Style guide for *Network*, amended 2011

This is a brief style guide to ensure clarity and consistency in the text for *Network*. It is basic, and can be added to as needed. For a more comprehensive style guide, please see: <http://www.guardian.co.uk/styleguide> and we adopt this as the default style except where indicated below:

Abbreviations

Abbreviations should be avoided except in headlines (the exception is Dr). Avoid e.g. or i.e. or etc, instead use **for example** and **in other words** and **and so on**.

Book and article titles

Journal and book titles are italicised, article titles should be plain text with single inverted commas around them. Article and presentation titles are not capitalised apart from the initial word and words that ordinarily take capitals. Short conference titles are put in plain text with all words capitalised.

Working for Ford, by Huw Beynon

‘Social divisions, social mobilities and social research: methodological issues after 40 years,’ in *Sociology*

The Moral Panics conference

In the news pages books will be referred to without giving the publisher or date unless these are particularly relevant to the meaning of the story. The author’s title (Dr, Professor) will not be given when attributing authorship.

Capitals

Avoid them if you have the choice as they interrupt the reader’s eye – seasons and regions can be capped down, for instance, as can a reference to an organisation that is not its title:

I work for the University of Watermouth, based in southern England. The university has a large library that opened in the autumn.

But note, specific names for regions take caps: **the West Country**

Cap down academic disciplines: **sociology, criminology**

Date

6 May 2009 (6/5/09 is fine in headlines)

9/11 is fine in headlines and quotes, but **September 11 terrorist attacks**, or similar otherwise

The 1960s

(‘60s only in quotes and headlines:

“**The ‘60s were a great time for sociologists,**” said **Professor Smith** – note the ‘)

6pm, 8-30am, noon (not 12 noon), **midnight**.

ise/ize

Use the British **-ise** rather than the American **-ize** unless the latter is in the name of an organisation.

Names

Acronyms should be kept to a minimum.

If the organisation is not well known among readers, use the full title once, then simply refer to the type of organisation, for instance:

The British Educational Research Association is releasing a report today. The association says that...

This avoids overuse of capitals.

Where the acronym is well-known, it can be used without spelling out: **BBC, Nato, BSA, Hefce**.

Note that capitals are used throughout where each letter is said when speaking the organisation’s name (**BSA, BBC**); in other cases, where the name forms a word, only the first letter is capitalised (**Hefce, Nato, Haps**)

Network

Is *Network* (rather than Network)

Numbers

Spell out zero to nine but from 10 onwards put in figures. Except:

- if it is the first word of a sentence where we always spell out a number
- in tables, headlines and long lists, where putting all numbers in figures is best.

There were 12 sociologists attending, of whom eight were professors. Forty others were present.

£3,500, not £3500. **£4.3 million, £2 billion**. In headlines **M** and **bn** can be used.

Quotation marks

Around a journal article title these are single. Around direct speech quotations, these are double. A quotation within a quotation takes single quotes. Direct quotation marks are introduced by a colon unless the quote begins mid-sentence, where they are not introduced by any punctuation.

The paper ‘The sociology of religion and peace’ looks at churches and peace processes. In the article Professor Patel says: “In South Africa the churches played an important role in reconciliation. Our analysis shows that what is called ‘bottom-up reconciliation’ is helped by church involvement.” Professor Patel also said that the situation “in Northern Ireland was more complicated.”

Title

Dr Jones (not spelled out and no dot)

Professor Patel

Prof Davis (allowed only in headlines, and no dot)

Dr Chen and **Dr Smith** (not Drs Chen and Smith)

Professor Williams and **Professor Muller** (not Professors Williams and Muller)

At first mention say **Dr Jenny Bunn**, and thereafter **Dr Bunn; Professor Diane Chambers then Professor Chambers.**

Academic titles should be given in the news pages. Where contributors write features in their own name, no formal titles are necessary. Also, where long lists of academics are given in a news story we may omit the titles for reasons of space.

Job titles take caps: **Jack Jones has been appointed Web Manager at Watermouth University**

But not when talking about a type of job generally:

Jack Jones is one of the best web managers working today

Web

The web

The internet (not 'net' or Internet)

Write www.bbc.co.uk rather than <http://www.bbc.co.uk> unless the 'www' part does not feature in the address, in which case type the address in full: <http://news.bbc.co.uk/bsa>

If the address is the end of a sentence, do not add a dot at the end as a full stop, and try to avoid having to close brackets or end quotation marks afterwards:

You can find more details at www.bbc.co.uk/bsa

website

web page

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homepage