STYLESHEET FOR AUTHORS

This stylesheet covers matters of ‘literary’ and ‘house’ style and should be read in conjunction with Supplying Books Electronically: guidance notes for authors. If you are able to follow this sheet the result will be a clean typecript requiring little marking up by the copy-editor; this will save costs and time and make proof-checking easier.

Chapter titles
Chapter titles that are excessively long may cause design problems, and if there is excessive variation in their length it can look odd. Please aim for moderation and consistency in this matter.

Abbreviations
Full points after abbreviations, except for organizations, countries, acronyms, degrees, company name, symbols, units and contractions. The following are some commonly occurring examples:

- AACR2 [Anglo-American Cataloguing Rules 2nd edn]
- a.m.
- c. [circa]
- CD-ROM
- cf.
- DDC [Dewey Decimal Classification]
- DipLib
- DPhil
- Dr
- ed. [for editor] but eds [no full point: contraction]
- edn [for edition]
- e.g.
- et al.
- etc. (precede by comma)
- EU not EC [European Union not European Community]
- FE [further education]
- FCLIP
- HE [higher education]
- HTML
- ibid.
- ICT
- i.e.
- exception: in. for inches takes full point to distinguish from word ‘in’. Do not use “
- JISC [Joint Information Systems Committee]
- MARC [Machine Readable Cataloging]
- MCLIP
- MLib
- Mr
- NATO
- op. cit.
- PCs [not PC’s]
- p.m.
- pp
- rev.

- SGML
- UDC [Universal Decimal Classification]
- UK [preferred to United Kingdom]
- UNESCO
- URL
- URN
- USA [preferred to United States of America]
- US states: use the two letter form, caps no full points: IL, OH, TX, VA, etc.
- viz.
- vol.
- XML (EXtensible Markup Language)

Please ensure that acronyms and abbreviations for proper names are fully expanded in parentheses at first occurrence in the text:

- AACR (Anglo-American Cataloguing Rules)

Symbols
Ampersands Ampersands may be used in company names (Secker & Warburg) and are correct in some journals (Catalogue & Index, College & Research Libraries, Library & Information Update, Online & CD-ROM review) but should not be used in running text.

- Percentages Use the % symbol with a numeral and in tables:
  - More than 25% of libraries use these systems.

Bibliographical references
The Author–Date system is preferred. Footnotes should not be used.

- Text reference The author’s name, date of publication (and page reference if necessary) are given in the text:
  - The discovery of new methods (Smith, 1998, 34–8) gave rise to improvements ...
  - If the name forms part of the sentence do not repeat it:
    - Jones (1997, 39–43) states that ...
  - If no date is given, insert ‘(n.d.)’.
  - If the author published more than one listed work in the same year these should be distinguished with lower case letters closed up to the date:
Research carried out in England (Brown, 1996b) showed that . . .

For more than three authors use ‘et al.’:

Practices derived from management theory (Williams, et al. 1994) resulted in beneficial . . .

Separate publications by different authors with semicolons:

Several authors (Caxton, 1996; Worde, 1996; Pynson, 1996) indicated that . . .

List of references The list of references, organized alphabetically by author’s surname, should appear at the end of a monograph before the index, or at the end of each paper in a contributed volume.

Works by a single author precede those written in collaboration with others.

All works attributed to one person should be listed together and arranged chronologically by publication date.

As mentioned above, if an author published more than one listed work in the same year these should be distinguished with lower case letters closed up to the date, e.g. 1998a, 1998b, 1998c. They should be listed alphabetically by title.

If the reference is a report or a Command Paper, the institution or government department should be cited as author, even if there is a chairperson. In Command Papers, do not alter usage of C, Cd, Cmd, Cmnd and Cm, as these refer to different series.


Book titles: initial capitals for all important words in main title, but no initial capitals in sub-title; e.g., The Electronic Library, Rediscovering Public Library Management; How to do Research: the complete guide to designing and managing research projects.


Television and radio programmes: Roman, single quotes.

The following shows the preferred form of reference for various types of publication.

For a book or report:


For a book in a series:


or a chapter in a contributed volume:


References to websites (URLs) are often impossible to date, so rather than trying to fit them into the Author–Date system of referencing it may be easier to either just quote them within the text – CyberAlert (www.cyberalert.com) – or make a separate list of them at the end of the chapter, perhaps using number referencing in the text:


Please consult Facet if uncertain how to proceed.

References to publications online:


If ‘author’ is organization cited in URL, no need to cite ‘publisher’:


Access dates to be expressed thus: [accessed 1 January 2004]. These are not necessary unless desired.
For a contribution to a conference proceedings:

For a journal article with a volume number and part number (journal volume number is in bold):

For a journal article with a month of publication:
Bates, M. E. (1997) Avoiding the Ax: how to keep from being downsized or outsourced, Information Outlook, October, 18–21.

For a newspaper:

For a standard:

If no publisher is given put ‘unpublished’:

Please note that our books are published under the imprint ‘Facet Publishing’ and should be so cited in references. However, some reports and other documents are published by ‘CILIP: the Chartered Institute of Library and Information Professionals’. If it is not obvious which is which, please query.

Please note also that publications that appeared before the unification of The Library Association and the Institute of Information Scientists in April 2002 were published under the ‘Library Association Publishing’ imprint and should be so cited. Similarly CILIP publications, prior to April 2002 were published by ‘The Library Association’.

Bulleted lists, numbered lists, etc.

**Bulleted lists** These should normally be used for short points. Line space above and below. If bullet points are short no punctuation is needed apart from a full point at the end of the final one. Points consisting of one or more sentences may have initial capital and full point at end but may be better treated as a numbered list (see below). Ensure that bullet points agree grammatically with an introductory sentence:

In assessing input and output devices a number of general features that are important for any hardware must be considered. They are:

- delivery time
- simplicity of installation
- reliability
- stability and credibility of the supplier.

In addition, human-aspects criteria must be considered.

**Numbered lists that consist of whole paragraphs should appear as below.**

1. Duis autem vel eum iure dolor in hendrerit in vulputate molestie consequat. Vel facilisit at luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

2. Ut wisi enim ad minim veniam, quis nostrud. Duis autem vel eum iure dolor in hendrerit in molestie consequat, vel illum dolore eu feugiat praeant luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

**Capitalization**
Use initial capitals for proper nouns only. Do not capitalize unnecessarily, for example, it is not necessary to capitalize ‘library’ and ‘librarian’ unless a particular library or librarian is referred to, e.g.:

Bodley’s Librarian
The London Library

The fate of public libraries under successive governments . . .

Or referred back to:

at Leeds University. The University has…

the British Government. The Government…

CILIP: the Chartered Institute of Library and Information Professionals: ‘the’ has no initial capital letter. The Library Association: ‘The’ has an initial capital.

CILIP Groups
…instigated by the Community Services Group. The Group...

**Cross-references**

Other chapters in a book:

See Chapter 5 ‘Software Systems’ for more information.

**Figures and tables:**

Figure 2.2 shows that . . .

**Dates**


eighteenth century, nineteenth century, eighteenth century, 21st century.

1990s not 1990’s.


Similarly, do not say ‘between 1939–1945’ but ‘between 1939 and 1945’.

**Figures and tables**

Please ensure that you distinguish between figures and tables. A table may not always contain numbers but if consisting only of text, will be laid out in columns and rows. A figure may consist only of text or might be a diagram, photograph or screendump.

Ensure that figures and tables are cited in the text in correct sequence: they should be referred to by number (e.g. ‘see Figure 1.1’) rather than ‘below’, etc. They should be numbered per chapter: 1.1, 1.2, 2.1, 2.2, etc.

Please ensure that you give a textual reference to each one, explaining its relevance to the text.

**Figures**

Figures should be placed in the MS where it is desired that they should appear in the text. When typesetting, we will endeavour to place the figures as close to their textual reference as possible, given the limitations of page breaks, etc.

To ensure quality, figures should also be supplied separately in individual files according to the instructions given in *Supplying Books Electronically: guidance notes for authors*. Please supply these individual figures as a hard-copy batch at the end of the typescript.

Figures should be numbered per chapter (as above) and each must have a caption in the form:

Figure 2.4 Opinions on funding of public libraries

placed below the figure.

**Tables**

The preferred style for simple tables is shown below. Use other horizontal rules and vertical rules only where necessary for clarity in more complex tables.

The designer will decide on the best style and layout for tables.

**Table 4.4** Access to web pages 1998

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Accesses</th>
<th>Members’ Accesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>483</td>
<td>-</td>
</tr>
<tr>
<td>September</td>
<td>469</td>
<td>112</td>
</tr>
<tr>
<td>October</td>
<td>520</td>
<td>231</td>
</tr>
</tbody>
</table>

Tables should be numbered per chapter and each must have a heading.

**Inclusive language**

It is now accepted practice to use a plural pronoun to get round the problem of gender:

The user needs to be able to find what they require.

but where possible we prefer to recast the sentence to use the plural:

Users need to be able to find what they require.

**Numbers**

Use words for numbers one to ten, except for exact measurements or ranges of measurements, and cross-reference numbers (in numeric system):

This project took six days.
The shelves occupied 3 m².

The same applies to ordinal numbers:

The ninth meeting of the committee . . .
In the 20th century . . .
Reference to 20th-century literature shows . . .

Spell out numbers at the beginning of a sentence, or preferably, recast the sentence.

Spelt out numbers should be hyphenated:

Thirty-five libraries were involved . . .

Decimals should be expressed 0.5, 5.5, etc.

Fractions when spelt out should be hyphenated: two-thirds, three-quarters, etc.

Percentages should be expressed in figures: 98%.


Use en-rules between all ranges of numbers.

In text 1000, 1200, etc, but 12,000, 250,000. In tabular columns, numbers should align decimally.

£500 or £500.00 but 500 EUR.

**Punctuation**

Use a colon not a dash to introduce a list, e.g.:

Three main information tools are available on the internet: Gopher, WAIS and world wide web.
No punctuation at end of subheadings, figure captions or table captions.

No comma before final ‘and’ or ‘or’ in lists:
Bliss, Library of Congress, Dewey and UDC.

Quotations
Use single quotation marks, with double quotation marks for quotations within quotations. Quotations of more than 60 words should be indented. Do not alter quotations for style. (See Copyright Permissions: a guide for authors if your book contains extensive quotations.)

Subheadings
Please weight subheadings as described in Supplying Books Electronically: guidance notes for authors. If your word processor cannot produce bold and italic it is acceptable to use decimal numbering to indicate hierarchy.
Subheadings should have an initial capital but other words should begin with a lower-case letter, unless they are proper nouns. No full points at the end of subheadings. Three levels of subheading should normally be enough.

Website names and URLs
In running text style is roman (initial letters upper case) for website name and roman (all lower case unless, rarely, upper-case specific) for URL. No angle brackets round URL, word ‘URL’ not included. ‘http://’ not included for sites beginning ‘www.’ URLs no longer need to end with a forward slash ‘\’', so please avoid these unless for a specific reason.

CyberAlert at www.cyberalert.com is an internet monitoring and alerting service for market intelligence.

Please make sure that all hyperlinks are removed from URLs. In Word documents this may be done by selecting the whole text (Ctrl–A) and pressing Ctrl–Shift–F9.

Spellings
Use ‘an MLE’ (not ‘a MLE’)

acknowledgement
Aslib
audiovisual
back-up (noun and verb)
baised
bookstock
break-up
case study
CD-ROM
checklist
cognizant
co-operate
co-ordinate
co-worker
cybercafé
data bank
database
Depute (correct as Scottish title)
desktop
disc (optical, compact, video, digital video (DVD))
disk (for floppies or Zips only)
downtime
e-mail, e-business, e-commerce
end-user
façade
fax (not facsimile)
fibreoptic
Gb (gigabyte)
hard copy
cardboard
home page
in-house
interlibrary
internet
intranet
judgement
Kb (kilobyte)
local-area network
Mb (megabyte)
metadata
mindisc
multimedia
naive
net (short for internet)
network
Newcastle upon Tyne (no hyphens)
Offline
off-site
ongoing
online
on-site
over-react
over-riding
printout
RAM (random access memory)
re-enter
role (not rôle)
screendump
screenshot
software
standalone
turnkey
UK MARC (space)
USMARC (no space)
UNESCO
the web, the world wide web, website, web page, webmaster
wide-area network
word-processor/inworkstation
World War 1, World War 2
(pREFERRED to any other style)

Parts of verb
benefited/ing
budgeted/ing
canvassed/ing
combated/ing
focused/ing
formatted/ing
marketed/ing
targeted/ing

Publishers
Addison-Wesley Longman
Bowker-Saur (until 1/11/2000, thereafter called Bowker)
Butterworth-Heinemann
HarperCollins
Kogan Page
McGraw-Hill

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System names, etc.
(Use Roman, not italic)

AltaVista
BLAISE-LINE
BLAISE-LINK
Deja.com
Dialog
Data-Star
ebrary
eLib
epixtech
(Use lower case initial 'e' at beginning of sentences)
ESA-IRS
HotBot
InfoSeek
ORBIT
PROFILE
MEDLINE
MeSH
SilverPlatter

Z-spellings
Use -ize spellings except for the following:

advertise
advise
analyse
apprise
arise
braise
chastise
circumcise
comprise
compromise
concise
demise
despise
device
disguise
demprise
demprise (and compounds)
guise
improvise
incise
merchandise
disadvise
disprise
mortise
practise
precise
premise
prise (open)

reprise
revise
seise (in legal sense)
supervise
surmise
surprise
televis

treatise