



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 typescript 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

DipLIS

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.

Department for Education and Skills (UK) (2003) *The Future of Higher Education*, Cm 5735, www.dfes.gov.uk/highereducation/hstrategy.

National Committee of Inquiry into Higher Education (UK) (1997) *Higher Education in the Learning Society* (Dearing Report), HMSO.

Journal and newspaper titles: initial capitals for all important words: e.g., *Library and Information Update*, *Library Journal*, *Journal of Librarianship and Information Science*, *European Journal of Information*, *The Times*, *The Daily Telegraph*.

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*.

Acts of Parliament should be in roman, not italic, likewise titles of BSI and ISO standards. British Standards have a space between BS and

number: BS 5605:1990. Green Paper/White Paper followed by title in italics.

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:

Abbott, C. (1994) *Performance Measurement in Library and Information Services?*, Aslib, 133–4.

Audit Commission (1992) *The Citizen's Charter Performance Indicators*, HMSO.

Chalcraft, A., Prytherch, R. and Willis, S. (1998) *Walford's Guide to Reference Material*, 7th edn, Vol. 3, *Generalia, Language and Literature, the Arts*, Library Association Publishing.

Sturges, P. (2002) *Public Internet Access in Libraries and Information Services*, Facet Publishing.

For a book in a series:

Bluck, R. (1996) *Team Management*, Library Training Guide, Library Association Publishing.

or a chapter in a contributed volume:

Elcock, H. (1994) Strategic Management. In Farnham, D. and Horton, S. (eds), *Managing the New Public Service*, 2nd edn, Macmillan Press.

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:

CyberAlert, www.cyberalert.com.

Please consult Facet if uncertain how to proceed.

References to publications online:

Bertot, J. C. and McClure, C. R. (1997) *Policy Issues and Strategies Affecting Public Libraries in the National Networked Environment: moving beyond connectivity*, US National Commission on Libraries and Information Science, www.nclis.gov/statsurv/publibpo.pdf.

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

Museums, Libraries and Archives Council (2005) *What We Do*, www.mla.gov.uk/home/whatwedo.asp.

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



For a contribution to a conference proceedings:

Ingram, C, and Grout, C. (2002) A Distributed National Electronic Resource for Learning and Teaching. In Brophy, P., Fisher, S. and Clarke, Z. (eds), *Libraries Without Walls 4: the delivery of library services to distant users: proceedings of an international conference held on 14-18 September 2001, organized by the Centre for Research in Library and Information Management (CERLIM), Manchester Metropolitan University*, Facet Publishing.

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

Boyer, I. (1996) The Public Sector Entrepreneur – a Definition, *International Journal of Public Sector Management*, **9** (2), 36–51.

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:

Leadbeater, C. (1998) Innovation and Risk: taking that break free of democracy, *Financial Times*, (28 April), 16.

For a standard:

ISO 15489-2:2001 *Information and Documentation – Records Management - Part 2: Guidelines*, International Standards Organization.

If no publisher is given put ‘unpublished’:

Bloggs, F. (1997) *New Research in Librarianship*, 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 iriure dolor in hendrerit in vulputate molestie consequat. Vel facilis at luptatum zzril delenit augue duis dolore te feugait nulla facilisi.
- 2 Ut wisi enim ad minim veniam, quis nostrud . Duis autem vel eum iriure dolor in hendrerit in molestie consequat, vel illum dolore eu feugiat praesent 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

19 October 1956; 2 May 1978; 1 June 1994 [no ‘th’, ‘nd’, ‘st’, etc.]

eighth century, tenth century, 18th century, 21st century.

1974–7, 1981–5 but 1914–18, 1770–1827.

1990s not 1990's.

Do not say 'from 1987–1997' but 'from 1987 to 1997'.

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

Month	Total Accesses	Members' Accesses
August	483	-
September	469	112
October	520	231

November	635	340
December	589	-

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%.

Page numbers: 21–4, 130–5 but 111–15.

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

Spellings

Use 'an MLE' (not 'a MLE')

acknowledgement

Aslib

audiovisual

back-up (noun and verb)

biased

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

hardware

home page

in-house

interlibrary

internet

intranet

judgement

Kb (kilobyte)

local-area network

Mb (megabyte)

metadata

minidisc

multimedia

naïve

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

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.

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



Prentice Hall

**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

reprise
revise
seise (in legal sense)
supervise
surmise
surprise
televise
treatise

Z-spellings

Use -ize spellings except for the
following:

advertise
advise
analyse
apprise
arise
braise
chastise
circumcise
comprise
compromise
concise
demise
despise
devise
disguise
emprise
enterprise
excise
exercise
expertise
franchise (and compounds)
guise
improvise
incise
merchandise
disadvise
disprise
mortise
practise
precise
premise
prise (open)