

OUP HOUSE STYLE

In general, use the *Collins English Dictionary*.

Spacing and punctuation

- Use a single space between sentences.
- No space between the two initials of someone's name (e.g. A.B. Jones).
- Use an en dash (–) with a space before and after. No em dashes (—), except in *Landfall* and in poetry if desired and used consistently throughout.
- Do not use Oxford (serial) commas.

Non-English languages

- Te reo Māori: Don't use italics but please use macrons as appropriate (including in names). Follow the lead of the online Māori Dictionary: <https://maoridictionary.co.nz/>
- Place names in Aotearoa New Zealand should be given in both te reo and English, with te reo first (e.g. Ōtepoti Dunedin).
- European languages: Italics are generally not needed on words in more common European languages (French, German, Italian). If you choose to italicise words in other languages, do so consistently.
- `Okina (`), also called by several other names, is used in many Polynesian languages to mark the phonetic glottal stop. The key is directly under the Esc key. If this is not available on your keyboard, please use an open quote mark.

Indigenous

- Indigenous (capitalised) is used when referring to people or groups (e.g. 'Indigenous peoples', 'Indigenous communities' or 'Indigenous nations').
- indigenous (lowercase) is used when describing things like species, plants or cultures that are native to a specific place (e.g. 'The region is home to many indigenous species of plants.').

Aboriginal/Aborigine

- Aboriginal (capitalised) is used for Indigenous peoples (e.g. Aboriginal people, Aboriginal Australians) or as an adjective (e.g. Aboriginal culture).
- aboriginal (lowercase) is used to describe something native to a region, not related to Indigenous peoples (e.g. aboriginal species).
- 'Aboriginals', 'aboriginals', 'Aborigines' and 'aborigines' should never be used.

Abbreviations

- Any unfamiliar abbreviations should be explained on first use. Consider including a list of abbreviations if there are many.
- No full stop after common contractions (e.g. Dr, Mr, St).
- e.g. i.e. etc
- Acronyms: Use initial cap if pronounced as a word (e.g. Anzus, Aids, Anzac) but all caps if pronounced as individual letters (e.g. CIA, CTU, ACC).
- Volume abbreviates to vol. with a full stop.
- Edition (edn), editor or edited by (ed.), editors (eds)

Spelling

- Use –ise rather than –ize spellings.

Numbers/measurements

- Spell out numbers one to nine; use numerals thereafter, except where a large number is used in a generalised way (e.g. ‘A thousand people descended on the hall.’).
- 7 pm and 9 am.
- 5 percent (not per cent) – or 5% in tables or in text with a lot of statistical information.
- 5.6 million people (not 5,600,000 people).
- \$2.5 million (not \$2,500,000).
- five kilometres, but use 5km if there are many such measurements: be consistent.
- 40,000 but 4000.
- \$20,000 (not twenty thousand dollars).
- \$NZ400.
- Ratios: 40:55.
- No space before cm, mm, km, m, etc.
- 1st, 2nd, 3rd etc (no superscript)

Dates

- No space before BC/CE.
- 10 September 1981 (no comma).
- Elide dates in a within-century span (1939–45), but fully write out for someone’s lifespan (1922–1998). (Use an en dash between, not a hyphen.)
- She was in her twenties, but in the 1920s (20s), mid-1990s.
- Spell out nineteenth century, twenty-first century, etc.
 - Hyphenate adjective phrase (e.g. ‘twentieth-century painting’).
 - Do not hyphenate noun phrase (e.g. ‘the twentieth century’).
 - Hyphenate with modifiers (e.g. ‘early-twentieth-century art’).

Hyphenating adjectives

- Hyphenate compound adjectives that come before a noun (e.g. ‘It was a full-time job’) but don’t hyphenate when the adjective comes after the noun (e.g. ‘The job was full time.’).
- Do not hyphenate compound adjectives when the first word is an adverb ending in ‘-ly’ (e.g. ‘She gave a highly effective presentation’, not ‘She gave a highly-effective presentation.’)

Capitalisation rules

- Titles:
 - Capitalise titles when referring to a specific person (e.g. ‘Prime Minister Jacinda Ardern ruled out an inquiry.’).
 - Use lowercase for titles when not referring to a specific person (e.g. ‘The prime minister ruled out an inquiry.’).
- Government institutions and bodies:
 - Capitalise the full official names of government bodies, departments, committees and universities (e.g. Ministry of Education, University of Otago, Department of Conservation).
 - Use lowercase for these terms when referring to them generally (e.g. the ministry, the university, the department).
 - Capitalise Parliament, Cabinet, Crown and House when referring to the specific institution or body.
 - Use lowercase for ‘government’ and ‘state’ when used generically.
- Other examples:
 - ‘The Ganges River’ (capitalised) vs. ‘the Nile and Ganges rivers’ (lowercase).
 - Treaty of Waitangi (official name) vs. the treaty (general reference).

Geographical

- northeast, southwest, etc.
- Mid-Canterbury.
- Britain (not Great Britain).
- US rather than United States (in general).
- Abbreviate Mount to Mt in a mountain name (Mt Cook, Mt Ruapehu). However, towns and suburbs that have the word Mount in them should be spelled out in full, e.g. Mount Cook (village); Mount Cook (Wellington suburb); Mount Maunganui (Tauranga suburb).

Possessive apostrophes on words ending with 's'

- Add the 's if you would add it when SAYING the word out loud: Lewis's and Ross's. Otherwise, use the apostrophe only: Jesus' name, Dickens' novel.

Descriptors

- Use 'defining' rather than 'descriptive' style:
 - Historian Tony Ballantyne argues that ...
rather than
 - The historian Tony Ballantyne argues that ...

Style for referring to titles of works:

- Books, journals, artworks, musical works, podcasts, movies and television shows: italics, title case (capitalise; if there's a subtitle, capitalise only the first word and proper nouns): e.g. *The Great Gatsby: A story of the American dream*.
- Short stories, songs, and poems: roman (normal) type, title case, quotation marks: e.g. 'The Raven'.
- Video games: roman (normal) type, title case, no italics or quotation marks: e.g. *Zombie Wars*.
- Newspaper articles, journal articles, book chapters, report titles, theses: roman (normal) type, sentence case (capitalise only the first word and proper nouns) and quotation marks: e.g. 'The impact of climate change on urban areas'.

Very specific things

- among, not amongst
- any more
- back yard (noun); backyard (adj)
- communist, socialist, capitalist
- historic (meaning famous/important) is not to be confused with historical (meaning old)
- judgement (but court judgment)
- postwar, pre-war
- programme not program
- round is an adjective; around is a preposition
- sliver is a noun; slither is a verb
- the Christchurch *Press* or the *Press*
- under way
- while, not whilst
- world-view
- World War I and World War II, not First and Second

Quotes

- Use single quotes, with double quotes for a quote within a quote (e.g. 'He called it an "unfortunate" mistake').
- Blocks of quoted text (more than about 80 words) should be clearly identified for typesetting.
- Indicate where words have been omitted from within a quote by using an ellipsis (...) with no punctuation at the end (such as a full stop). Insert a space before and after the ellipsis. Don't use ellipses at the beginning or end of a quote.

Capitalisation of quotes

- If only part of a sentence is quoted you can either adjust the capitalisation to make it a complete sentence or lowercase the first word to integrate the quote into the surrounding text. For example:
 - Original: At the conference, our CEO said, 'Grab some coffee and settle in because this event will provide you with all of the information you need to prepare for the year ahead.'
 - Shortened with a complete sentence: At the conference, our CEO said, 'This event will provide you with all of the information you need to prepare for the year ahead.'
 - Shortened with an incomplete sentence: At the conference, our CEO indicated that the event would 'provide you with all of the information you need to prepare for the year ahead'.

Punctuation rules for quotation marks:

- Use a comma inside quotation marks for dialogue or direct speech (e.g. 'But I never figured out how it was all going to turn out,' Jem said).
- If the quoted speech is a full sentence, the full stop goes inside the quotation marks (e.g. He said, 'It's a great day.').
- For incomplete quotes or fragments, place the full stop outside the quotation marks (e.g. The scientists believed that there was a real need 'to get out of the office and into the field').
- Any punctuation that doesn't belong to the quote should go outside the quotation marks (e.g. I wondered if she really meant it when she said, 'I'm not coming back'?). If the punctuation is part of the quote, place it inside (e.g. She asked, 'What's the time?').

References/Endnotes

Notes will generally appear at the end of the book, although in an edited collection they may appear at the end of each chapter.

Chicago style is preferred (www.chicagomanualofstyle.org/tools_citationguide.html), but we will accept APA or any other discipline an author is most comfortable with, as long as it is consistently applied, with a few OUP 'house preferences':

- Page ranges: pp. 51–58, not 51–8; 345–67, not 345–367 (en dashes).
- Author, title and publisher cited in full the first time each chapter.
- c. 1944.
- UK not US punctuation: comma outside, not inside, quotes around titles.
- URLs (to follow a colon) do not need http:// if they also have www. Do not use 'accessed on' dates.
- vol. 3, no. 5.
- Italicise all journal names, including online journals (e.g. *Turbine|Kapohau*).
- Lowercase *matchbook* and *takahē*.

Examples:

Citing a book:

Michael Pollan, *The Omnivore's Dilemma: A natural history of four meals* (New York: Penguin, 2006).

Citing a chapter in an edited book:

Henry David Thoreau, 'Walking' in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), pp. 167–95.

Citing a journal article:

Eric Pawson, 'Environmental hazards and natural disasters', *New Zealand Geographer* 67, 2011, pp. 143–47.

Citing a thesis:

Ian Barber, 'Culture change in northern Te Wai Pounamu' (PhD thesis, University of Otago, 1994), p. 490.

Citing DNZB/Te Ara:

Leah Taylor, 'Gardner, Elizabeth Anne', from the *Dictionary of New Zealand Biography*:

www.TeAra.govt.nz/en/biographies/3g2/gardner-elizabeth-anne

Manying Ip, 'Chinese: Post-war changes', *Te Ara – the Encyclopedia of New Zealand*:

www.TeAra.govt.nz/en/chinese/page-4

Bibliography

Our preferred style uses commas rather than Chicago's full stops and no full stop at the end of bibliography listings.

Examples:

Barber, Ian, 'Culture change in northern Te Wai Pounamu' (PhD thesis, University of Otago, 1994)

Pawson, Eric, 'Environmental hazards and natural disasters', *New Zealand Geographer* 67, 2011, pp. 143–47

Pollan, Michael, *The Omnivore's Dilemma: A natural history of four meals* (New York: Penguin, 2006)

Thoreau, Henry David, 'Walking' in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), pp. 167–95

LANDFALL TAURAKA STYLE

Landfall Tauraka should always be italicised when referring to the journal itself. When used in the context of essay competitions, or book series associated with the journal, do not italicise (e.g. Landfall Tauraka Essay Prize).

Numbers

Write numbers as words up to 100 in creative text. Use numerals for 10 and above in the rest (reviews, author bios, competition reports).

Review style

Heading

Review Title

Reviewer's name

Book title by Author (Publisher, year), xxxpp, \$xx

Body style

- Quotes in Roman, not italics
- Single 'quote marks'
- Ellipses spaced ... like this (not three full stops)
- Use unspaced em dashes
- Where page numbers are cited in a review, use (p. 85).
- Indent paragraphs with no line space between
- Poem titles: use initial caps and quote marks: 'The poem about spring'

Artworks

Artist, Title, year, medium, 1350 x 800mm.

Contributor bios

Abbreviate NZ except in proper names/titles.

Abbreviate Otago, Auckland, Canterbury, Te Herenga Waka, Massey University Press (as publishers).

Journals

Italicise all journal names, including online journals (e.g. *Turbine|Kapohau*).

Lowercase *matchbook* and *takahē*.

References to books

Include only the publisher and year, not the place of publication.