

Editors WA style guide

This guide has been compiled by Editors WA committee members. Refer to Macquarie Dictionary, Style manual 6th edition for guidance on anything that does not appear in the style guide.

Last updated: March 2014

Headings	Examples						
Title case							
Dates	Examples						
Use numbers only – no th, st, rd after the date Use an en dash for a date range	10 April not 10 th April 10–13 April						
Bulleted lists	Examples						
No punctuation. If the bullet point is a standalone full sentence then use a full stop at the end of each point. If text is long (> 2 lines) consider omitting bullet points and presenting as paragraph for ease of reading.	Check that: <ul style="list-style-type: none"> • all data are copied • printer is ready • corrections are made. 						
Capitalisation of words	Examples						
Use capitals when referring to a defined term or proper noun.							
Abbreviations	Examples						
Minimise the use of abbreviations and acronyms. If used, make sure abbreviations are spelled out in the first instance in brackets after the full term; they can be cited in the short form for all following instances.	Royal Society for the Prevention of Cruelty to Animals (RSPCA)						
Tables	Examples						
Headings – Title case Use lines and borders Leave a blank line at end of each section. Consider landscape if large amount of information.	Table 1 Workshop program – Workshop 1 <table border="1" data-bbox="820 1507 1356 1793"> <tr> <td>Topic BLANK LINE</td> <td>Title of topic</td> </tr> <tr> <td>Presenter</td> <td>Name of presenter</td> </tr> <tr> <td>Details</td> <td>This workshop covers all you need to know... BLANK LINE</td> </tr> </table>	Topic BLANK LINE	Title of topic	Presenter	Name of presenter	Details	This workshop covers all you need to know... BLANK LINE
Topic BLANK LINE	Title of topic						
Presenter	Name of presenter						
Details	This workshop covers all you need to know... BLANK LINE						

Charts / Figures	Example
Defined terms	Example
Cross referencing	Examples
Lists in sentences	Examples
Use normal punctuation. You can separate a list with a dash on either side to make it stand out.	The list contains publishers, editors and proofreaders.
Numbers / figures	Examples
One to ten – spell out Over ten, use the digit Use a space to separate thousands for figures 10 000 and over (but 5000)	One, not 1 11, not eleven 10 000
Times	
Use 24-hour clock when possible Lead zero prior to single digit numbers Separate hours, minutes, seconds by a colon or full stop	07:00 14:30:22 11.15 a.m.

General

- -ise, not -ize
- minimal capitalisation in headings
- names of workshops, e.g. 'Editing essentials': initial cap only and quotation marks
- minimal capitalisation for publication titles
- no stops after initials, E Flann and B Hill, E Flann, B Hill, et al.

Spelling

Use the following spelling guide to keep consistency in style and usage throughout a document (spelling, date formats, heading styles, abbreviations, measurements).

<p>A</p> <p>A reference to ASEP should read <i>Australian standards for editing practice</i>, 2nd edn (No full stop after edn <u>unless</u> at the end of the sentence.)</p> <p>Accreditation Board, IPEd Accreditation Board, or the board</p> <p>accredited editors (AE) – lower case when generic but capitals for titles, ie Jane Smith is an accredited editor <i>but</i> the workshop was led by Jane Smith, accredited editor (or AE)</p> <p>advanced accredited editor (AAE)</p> <p>IPEd accreditation exam</p> <p>accreditation scheme</p> <p>accreditation working group (AWG)</p> <p>alongside</p> <p>a.m.</p> <p>annual general meeting (AGM)</p> <p>antisocial</p> <p>anyway</p> <p>any more</p>	<p>B</p> <p>basketball</p> <p>Accreditation Board, the board</p> <p>by-laws</p>	<p>C</p> <p>[the] constitution</p> <p>candidate (not applicant)</p> <p>candidate reference number</p> <p>cannot</p> <p>committee of management; [the] committee</p> <p>common seal</p> <p>cooperation</p> <p>cooperative</p> <p>co-opted</p> <p>coordinate</p> <p>copyedit</p> <p>co-sponsor</p> <p>Council of Australian Societies of Editors (CASE)</p> <p>IPEd Council, the council</p>	<p>D</p> <p>database</p> <p>deadline</p> <p>distinguished editor (DE)</p> <p>drawback</p>
<p>E</p> <p>early bird discount</p> <p>easygoing</p> <p>ebook</p> <p>edn</p> <p>email</p> <p>etc.</p> <p>exam (not examination)</p> <p>exam coordinator</p> <p>exam development team</p> <p>exam secretary</p> <p>for example (not e.g. when possible)</p>	<p>F</p> <p><u>Facebook</u>:</p> <p>firsthand</p> <p>focused/focusing</p> <p>freelances</p> <p>https://www.facebook.com/EditorsWA/</p>	<p>G</p> <p>goal oriented (NOT orientated)</p> <p>good-humoured (attrib.)</p>	<p>H</p> <p>halfway</p> <p>handwritten</p> <p>hard copy</p> <p>hard-copy (attrib.)</p> <p>hardworking</p> <p>home page</p>

<p>I i.e. incl (for including/included) in-house editor Institute of Professional Editors (IPEd) internet IPEd (not IPEd. – no final full stop except in logo) IPEd accreditation exam IPEd Council, the council IPEd notes IPEd prize</p>	<p>J</p>	<p>K</p>	<p>L longstanding lead writer left hand margin landmark landowner</p>
<p>M makeup mark up (verb) marker mark-up (noun) meantime member metalwork Microsoft Word multiple choice questions</p>	<p>N nationwide New South Wales or NSW no one no-nonsense approach notebook notemaking notetaking number plate</p>	<p>O off task ongoing online onscreen overpaid</p>	<p>P p.m. page-turner Post-it notes (brand name) postnominal pre-internship president (of a branch) proofread</p>
<p>Q Q&A</p>	<p>R reappointment resit résumé reviewer rewrite</p>	<p>S sample exam 1, sample exam 2 self-confident self-discipline self-motivated sewerage (NOT sewage) short answer questions showcase <u>Branch name:</u> Editors WA stand alone <i>Style manual</i> (if referring to Wiley text in abbreviated form) subcommittee subeditor, subediting the society</p>	<p>T timeline toothbrush toothpaste two-stroke engine (or four)</p>

<p>U underpaid underquote (verb and noun) useability useable</p>	<p>V vice president</p>	<p>W website well-behaved (attrib.) wellbeing well-mannered (attrib.) well-meaning (attrib.) well-organised (attrib.) well-prepared (attrib.) windup woodwork workplace worksite worldwide www.editorswa.com</p>	<p>XYZ</p>
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