

## **OUP HOUSE STYLE**

**(Updated 2 October 2019)**

In general, use the Collins English Dictionary.

### **Spaces**

Single space between sentences

No space between the two initials of someone's name (e.g. A.B. Jones)

Dashes: en dash with a space before and after. No em dashes (except in *Landfall*).

### **Spelling**

–ise rather than –ize spellings

### **Māori and other languages**

Māori: Don't use italic for Māori words but please use macrons as appropriate (including on names). Follow the lead of the online Māori Dictionary: <https://maoridictionary.co.nz/>

European languages: Italic is generally not needed on words in the 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. On an Apple Mac keyboard the key is directly under the Esc key and needs to be pressed with the Option key. If you have a PC please use an open quote mark.

### **Abbreviations**

Any unfamiliar abbreviations should be explained on first use. Consider including a list of abbreviations if these are numerous.

No full point after common contractions, e.g. Dr, Mr, St

Acronyms: Sentence style if it is pronounced as a word, e.g. Anzus, Aids, Anzac but CIA, CTU, ACC

### **Number**

Spell out numbers one to nine; use numerals thereafter, except where a large number is used in a generalised way: A thousand people descended on the hall.

7pm and 9am

5 percent (not per cent) – or 5% in tables or in text with a lot of statistical info.

5.6 million people (not 5,600,000 people)

\$2.5 million rather than \$2,500,000

five kilometres, but could be 5km in a manuscript with many such measurements: use your judgement and be consistent.

40,000 but 4000

\$20,000 not twenty thousand dollars

\$NZ400

Ratios: 40:55

## Dates

10 September 1981 (no comma)

Spell out nineteenth century, twenty-first century etc.

Elide dates in a within-century span (1939–45) but full 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

## Capitalisation

Ganges River (cap R) but the Nile and Ganges rivers (lc)

Political titles (Prime Minister, Minister of Finance, Governor-General) capped when used in association with a name, otherwise lower case. Eg:

- Prime Minister Jacinda Ardern ruled out an inquiry; but:
- The prime minister ruled out an inquiry.
- The Minister of Finance, Grant Robertson, would not comment on the inquiry; but
- The minister of finance would not comment on the inquiry.
- The prime minister of NZ; NZ prime minister
- The minister of Native affairs
- The Ministry of Education
- The Department of Conservation

the committee, institute, department, university (etc): lower case when not part of the full title

Treaty of Waitangi; the treaty

government, the state: l.c.

Parliament, Cabinet, Crown, the House: capped

## Punctuation of quotes

Single quotes, with double quotes for a quote within a quote ('He called it an "unfortunate" mistake.')

Blocks of quoted text (more than about 80 words) to be identified clearly for inseting.

Use an ellipsis rather than three separate dots, with no punctuation after (such as a full stop).

Insert a space before and after the ellipsis.

### *Full sentence*

In 2007 Prime Minister Helen Clark recalled: 'David Lange was on a small boat, bound for Tokelau, he was out of reach in effect, and Geoffrey Palmer was left to deal with it.' [full stop inside quote mark]

### *'Bit quote'*

Three days later, on 11 January, Australian Prime Minister Hawke wrote saying Australia could not accept 'that the ANZUS alliance has a different meaning, and entails different obligations for different members'. [full stop outside quote mark]

### *'Bit quote' PLUS full sentence*

According to sociologist Alice Blow, it has become 'an integral part of north-south relationships and is a crucial dimension of globalization. The most recent groups of refugees considered in the book have ... arrived since the end of the Cold War.' [treat as full sentence]

### 'Broken' sentence:

'It seems to me,' wrote Deputy Chief Postal Censor Walter Tanner, 'that in times of danger to the state, when individuals or societies are reasonably believed to be acting against the safety of the state, an examination of internal correspondence is fully justified.'

### **Geographical**

northeast, southwest etc

Mid-Canterbury

Britain (not Great Britain)

### **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.

### **Other ...**

e.g. i.e. etc

in general, hyphenate preceding compound adjectives, but not where the first is an adverb ending in -ly.

We do not use Oxford (serial) commas

among, not amongst

any more

back yard (noun); backyard (adj)

communist, socialist, capitalist

judgement (but court judgment)

postwar, pre-war

the Christchurch *Press* or the *Press*

round is an adjective; around is a preposition

historic (meaning famous/important) is not to be confused with historical (meaning old)

sliver is a noun; slither is a verb

under way

while, not whilst

world-view

World War I and World War II, not First and Second

### **References/Endnotes**

Notes will generally appear at the end of 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](http://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 first time each chapter*.
- Titles of books, artworks, musical works: italic. Main title upstyle; subtitle initial cap only.
- Short stories, songs and poems: roman, upstyle in quotes.
- Newspaper articles, journal articles, book chapters, report titles, theses: sentence style in quotes, cap first word of subtitle.
- c. 1944
- Labels (as opposed to titles) (e.g. Letter to the editor, Editorial, Report of the Second Congress ..., Annual report of the ..., Minute book of the ...: c/lc, roman, no quotes.
- UK not US punctuation: comma *outside* not inside quotes around title.
- Urls (to follow a colon) do not need <http://> if they also have www. Do *not* use 'accessed on' dates.
- vol. 3, no. 5.

**So, citing a book:**

Michael Pollan, *The Omnivore's Dilemma: A natural history of four meals* (New York: Penguin, 2006), pp. 99–100.

**Citing a journal article:**

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

**Citing DNZB/TeAra**

Leah Taylor, 'Gard'ner, Elizabeth Anne', from the Dictionary of New Zealand Biography: [www.TeAra.govt.nz/en/biographies/3g2/gardner-elizabeth-anne](http://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](http://www.TeAra.govt.nz/en/chinese/page-4)

**Bibliography**

Our preferred style uses commas rather than Chicago's full stops, e.g.:

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), pp. 99–100

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

Note no full stop at the ends of biblio listings.