

OUP HOUSE STYLE

(Updated 12 July 2021)

(Landfall style on last page)

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*, and in poetry if desired and used consistently throughout the text).

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.

Aboriginal/Aborigine

Do not use Aborigine/s or Aboriginal/s as nouns. Use Aboriginal people or Aboriginal Australians.

Aboriginal is ok adjectivally (e.g. Aboriginal culture).

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)

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

Political titles (Prime Minister, Minister of Finance, Governor-General): capitalise when referring to a specific person, otherwise use lower case. Eg:

- Prime Minister Jacinda Ardern ruled out an inquiry;
- the prime minister ruled out an inquiry;
- the Minister of Finance, Grant Robertson, would not comment on the inquiry;
- the minister of finance would not comment on the inquiry.

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)

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 spelt 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 ...

or

The historian Tony Ballantyne argues that ...

Other ...

- Titles of books, artworks, musical works: italic. Main title upstyle; subtitle initial cap only.

- Short stories, songs and poems: roman, upstyle in quotes.
- Video game names roman with caps: *Zombie Wars*.
- Newspaper articles, journal articles, book chapters, report titles, theses: sentence style in quotes, cap first word of subtitle.
- e.g. i.e. etc
- in general, hyphenate *preceding* compound adjectives: ‘It was a full-time job’ but not ‘The job was full time.’
- Do not hyphenate compound adjectives where the first word 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), 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*.
- 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.
- Italicise all journal names, including online journals, e.g. *Turbine|Kapohau*
- Lowercase *matchbook* and *takahē*

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

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, 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.

LANDFALL STYLE

Number

Words up to 100 in creative text. Numerals from 10+ in the rest: reviews, author bios, competition reports

Reviews

Use this format: **Book title** by author (publisher, year), 250pp, \$xx

Where page numbers are cited in review use (p. 85)

Artworks

Title, year, medium, 1350 x 800mm.

Author bio text

Abbreviate NZ except in proper names/titles

Spell out Auckland/Canterbury, Victoria, Massey University Press (as publishers).

Journals

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

Lowercase *matchbook* and *takahē*