
HOUSE STYLE GUIDE

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to Maria Fellows (Maria.Fellows@wolterskluwer.com)

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HOUSE STYLE GUIDE

CONTENTS

1. Introduction	3
Online access to Kluwer Author Portal (Incl. Kluwer House Style Guide and Author Guidelines)	3
2. Punctuation	4
Apostrophe	4
Colon	4
<i>Blockquote</i>	4
<i>List format</i>	4
<i>Subtitles</i>	5
Comma	5
<i>Lists</i>	5
<i>Numerals</i>	5
Dashes	5
<i>Interruptions</i>	5
<i>Number Ranges</i>	6
Ellipsis	6
Period	6
<i>Abbreviations with a Period</i>	6
<i>Abbreviations without a Period</i>	6
Quotation Marks	7
<i>Single Quotation Marks</i>	7
<i>Double Quotation Marks</i>	7
Quotation Marks and Other Punctuation	8
<i>Blockquotes</i>	8
<i>Commas, Colons, and Semicolons</i>	8
<i>Periods, Question Marks, and Exclamation Marks</i>	8
<i>Typographical devices (*), (+), (#)</i>	8
Square Brackets	8
3. Mechanics	9
Abbreviations	9
<i>Currency Codes</i>	9
<i>Country Codes</i>	11
<i>Latin Abbreviations</i>	11
<i>Short References</i>	11
Capitalization	11
<i>Proper Nouns</i>	11
<i>Titles and Headings</i>	12
<i>Compound Words</i>	12
<i>Hyphenated Words</i>	12
Cross References	12

HOUSE STYLE GUIDE

<i>Ibid</i>	12
<i>Id.</i>	13
<i>Op. Cit. and Loc. Cit.</i>	13
Italics	13
Lists	13
Numbers	14
<i>Numerals</i>	14
<i>Ordinal Numbers</i>	14
<i>Spelled Numbers</i>	14
Quotations	14
Short References	14
Spelling	15
<i>Oxford-z spelling (origin Greek –izein)</i>	15
<i>Compound Words</i>	16
<i>Proper Nouns</i>	16
4. Citation Style	17
Books	17
Periodicals	17
Electronic Sources	17
Case Law	17
International Legislation	18
Foreign Language Text	18
5. Manuscript Formatting	19
Dates	19
Figures	19
Tables	19
Headings	19
Book Reviews	20

HOUSE STYLE GUIDE

1. INTRODUCTION

This document defines editorial styles (rules) used to present content for Wolters Kluwer publications. Authors, editors, Wolters Kluwer departments dealing with content (manuscripts, proofs, XML), and editorial service and project management vendors should consult this document for questions regarding Wolters Kluwer editorial style.

The following sections included in our Style guidelines outline the rules for presenting English text:

- punctuation;
- mechanics;
- citations;
- formatting

The sections on punctuation and mechanics explain when to use certain grammatical elements, like when to use a period with an abbreviation or when to use an ellipsis. These sections focus on unique features of Wolters Kluwer House Style, not basic grammar rules. The citations section explains how to cite references. The formatting section explains how to format the manuscript.

ONLINE ACCESS TO KLUWER AUTHOR PORTAL (INCL. KLUWER HOUSE STYLE GUIDE AND AUTHOR GUIDELINES)

Access here: <http://authors.wolterskluwerblogs.com/>

HOUSE STYLE GUIDE

2. PUNCTUATION

APOSTROPHE

Use 's (apostrophe s) to indicate possession for words that do not end with the letter s. Use only the apostrophe if the word ends with the letter s.

Example:

Bill's book

Iris' book

Exception:

US's

Apostrophes are not used to make a date plural.

Example:

the 1980s

COLON

BLOCKQUOTE

Use a colon before a blockquote.

Example:

Article 5(2) states:

Authorised officers entering premises under a warrant may take with them such equipment as they deem necessary. This will include equipment that can be used to enter the premises using reasonable force (for example, equipment that can be used to break locks) as well as equipment that can be used to facilitate the search (for example, computer equipment).¹

LIST FORMAT

Use a colon before a list.

Use en-dashes (–) for unnumbered lists (not bullets)

Example:

In particular, LC lists include the relationships in the following spheres:

- organization and management of labour;
 - arrangement of employment at a particular employer (as concerns entering into employment relationship);
 - professional training, retraining and professional development of employees directly with the given employer.
-

HOUSE STYLE GUIDE

Use numbers (or letters) between parentheses for ‘run-in’ lists; items are separated by commas.

Example:

The lecturers will cover (a) competition tax law, (b) copyright law, and (c) labour law.

Compose three sentences showing the use of (1) quotations, (2) en dashes, and (3) colons

SUBTITLES

Use a colon (not a dash) between a title and subtitle. This is especially if the TOC is included.

Example:

The Arab-Israeli Accords: Legal Perspectives

COMMA

LISTS

Use a comma between items in a list. Using a comma between the last two items in a list is optional, unless omitting the comma results in ambiguity or a misreading. If a list includes internal punctuation, a semicolon can be used instead of a comma.

Example:	Explanation
apples, oranges, and bananas	The comma between last two items is preferred but not required.
tropical fruits such as mangos, papayas, and bananas; root vegetables such as carrots, potatoes, and parsnips; and nuts	There are sub-lists within the main list, so the main list items are separated with a semicolon.

NUMERALS

Use commas in numerals greater than 999, but not in page, paragraph, or section numbers.

Example:

1,582

page 1582

DASHES

INTERRUPTIONS

Use a spaced en-dash to indicate an interruption in a text.

Example:

There was a time – and indeed not very long ago – when things were much different.

HOUSE STYLE GUIDE

NUMBER RANGES

Use a non-spaced en-dash to indicate to indicate number ranges.

Example:

2–4

204–209

ELLIPSIS

Use an ellipsis to indicate that you have deleted material from a quotation.

Example:

'This decision ... only seems to allow a negative conclusion.'

Do not use an ellipsis at the beginning of a quotation. Do not use an ellipsis at the end of a quotation unless you have deleted the final words of the quotation.

Example:

Original text:

A provision of this Part which is expressed to apply to, or in relation to, an agreement is to be read as applying equally to, or in relation to, a decision by an association of undertakings or a concerted practice (but with any necessary modifications).

Quotation in manuscript:

A provision for section 2(5) on agreements preventing competition applies to 'a decision by an association of undertakings or a concerted practice ...'.

PERIOD

ABBREVIATIONS WITH A PERIOD

Use a period at the end of an abbreviation if the abbreviation is made by truncating the word.

Word	Abbreviation
paragraph	para.
versus	v.
Article	Art.
note	n.
et cetera	etc.

ABBREVIATIONS WITHOUT A PERIOD

Do not use a period at the end of an abbreviation if the abbreviation includes the last letter of the abbreviated word.

HOUSE STYLE GUIDE

Word	Abbreviation
paragraphs	paras
Articles	Arts
Mister	Mr
Doctor	Dr

Do not use periods in capital letter abbreviations, including country codes, US states, organization names, and currency abbreviations.

Word	Abbreviation
Country Codes	
United States of America	US
United Kingdom	UK
European Union	EU
European Community	EC
US States	
Montana	MT
New York	NY
Texas	TX
Organization Names	
North Atlantic Treaty Organization	NATO
North American Free Trade Agreement	NAFTA
Currency Codes	
United States Dollar	USD
Euro	EUR

QUOTATION MARKS

SINGLE QUOTATION MARKS

Use single quotation marks to indicate quotations roughly four lines long or less.

Example:

Non-business premises are defined as, 'any premises to which a decision of the Commission ordering the Article 21 inspection relates'.

DOUBLE QUOTATION MARKS

Use double quotation marks for quotes within quotes.

Example:

Section 2(7) of the Competition Act states, "'the United Kingdom" means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part'.

HOUSE STYLE GUIDE

QUOTATION MARKS AND OTHER PUNCTUATION

BLOCKQUOTES

Blockquotes do not use quotation marks. If a blockquote contains a quote, use single quotation marks.

Example:

Section 2(7) of the Competition Act states:

In this section, 'the United Kingdom' means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part.

COMMAS, COLONS, AND SEMICOLONS

Commas, colons, and semicolons are placed outside the end-quotation mark.

Example:

Section 2(7) of the Competition Act states, 'In this section "the United Kingdom" means, in relation to an agreement which operates or is intended to operate only in a part of the United Kingdom, that part';¹ however, ...

PERIODS, QUESTION MARKS, AND EXCLAMATION MARKS

Periods, question marks, and exclamation marks are generally placed outside the end-quotation mark; however, if an entire sentence is quoted (including the initial capital letter), the period, question mark, or exclamation mark may be placed inside the end-quotation mark.

TYPOGRAPHICAL DEVICES (*), (†), (‡)

An asterisk (*) or dagger (†), or double-dagger (‡) may also be used (i.e., to indicate author affiliation, other pieces of information not a footnote number).

The order of these symbols in English is: *, †, ‡ and should be placed before the first footnote.(FN number 1)

SQUARE BRACKETS

Use brackets when you insert words into a direct quotation.

Example:

'The European Commission Report [on Article 81] explains...'

Use the Latin word 'sic' in brackets to indicate an error in a quoted sentence which appears in the source material.

Example:

'The report on misdemeanours give [sic] an overview of the locus of crime around city centres'.

HOUSE STYLE GUIDE

3. MECHANICS

ABBREVIATIONS

Abbreviations, other than short references, should not be used in the body of a text, but may be used in footnotes. Some examples include:

Term	Abbreviation in Footnote
Article 1	Art. 1
Chapter 9	Ch. 9
section 2	s. 2
sections 2 and 9	ss 2 and 9
subsection (3)	subs. (3)
subsections (3)-(5)	subss (3)-(5)
Schedule 8	Sch. 8
Order 23	Ord. 23
December	Dec.

CURRENCY CODES

Use the ISO currency code abbreviations with a space between the abbreviation and numeral. An up-to-date list of [ISO currency codes](#) can be ordered from the ISO website.

Example:

USD 50
EUR 100

Country	Abbreviation	Currency Name
Australia	AUD	Australian Dollar
Austria	EUR, formerly ATS	Euro, formerly Shilling
Bahrain	BHD	Bahraini Dinar
Belgium	EUR, formerly BEF	Euro, formerly Belgian Franc
Canada	CAD	Canadian Dollar
China	CNY	Yuan Renmibi
Cyprus	EUR, formerly CYP	Euro, formerly Cypriot Pound
Czech Republic	CZK	Czech Koruna
Denmark	DKK	Danish Krone
Egypt	EGP	Egyptian Pound
Estonia	EUR, formerly EEK	Euro, formerly Kroon
Finland	EUR, formerly FIM	Euro, formerly Markka
France	EUR, formerly FRF	Euro, formerly French Franc
Germany	EUR, formerly DEM	Euro, formerly Deutsche Mark
Greece	EUR, formerly GRD	Euro, formerly Greek Drachma

HOUSE STYLE GUIDE

Country	Abbreviation	Currency Name
	HKD	Hong Kong Dollar
Hong Kong		
Hungary	HUF	Forint
Iceland	ISK	Icelandic Króna
India	INR	Indian Rupee
Indonesia	IDR	Rupiah
Ireland	EUR, formerly IEP	Euro, formerly Punt
Italy	EUR, formerly ITL	Euro, formerly Italian Lira
Japan	JPY	Yen
Kenya	KES	Kenyan Shilling
Kuwait	KWD	Kuwaiti Dinar
Latvia	LVL	Lats
Lithuania	LTL	Litas
Luxembourg	EUR, formerly LUF	Euro, formerly Luxembourg Franc
Malawi	MWK	Malawian Kwacha
Malaysia	MYR	Ringgit, Malaysian Dollar
Malta	EUR, formerly MLT	Euro, formerly Maltese Lira
Mexico	MXN	Mexican New Peso
Morocco	MAD	Moroccan Dirham
Netherlands	EUR, formerly NLG	Euro, formerly Dutch Guilder
Netherlands Antilles	ANG	Netherlands Antilles Guilder
New Zealand	NZD	New Zealand Dollar
Norway	NOK	Norwegian Krone
Oman	OMR	Omani Rial
Pakistan	PKR	Pakistani Rupee
Philippines	PDP	Philippines Peso
Poland	PLN	New Zloty
Portugal	EUR, formerly PTE	Euro, formerly Portuguese Escudo
Qatar	QAR	Qatari Riyal
Saudi Arabia	SAR	Saudi Riyal
Singapore	SGD	Singapore Dollar
Slovak Republic	EUR, formerly SKK	Euro, formerly Slovak Koruna
Slovenia	EUR, formerly SIT	Euro, formerly Tolar
South Africa	ZAR	Rand
Spain	EUR, formerly ESB	Euro, formerly Spanish Peseta
Sri Lanka	LKR	Sri Lankan Rupee
Sweden	SEK	Swedish Krona
Switzerland	CHF	Swiss Franc
Thailand	THB	Baht
Tunisia	TND	Tunisian Dinar
Turkey	TLR	Turkish Lira

HOUSE STYLE GUIDE

Country	Abbreviation	Currency Name
United Arab Emirates	AED	United Arab Emirates Dirham
United Kingdom	GBP	United Kingdom Pound, pound Sterling
USA	USD	United States Dollar
Zimbabwe	ZWD	Zimbabwe Dollar

COUNTRY CODES

Visit the [ISO website for a current list of country codes](#)

LATIN ABBREVIATIONS

Latin abbreviations are appropriate in footnotes and bibliographies. Most Latin abbreviations have become anglicized and are not italicized.

Latin Abbreviation	Latin Word	English Equivalent
cf.	confer	compare
e.g.	exempli gratia	for example
et al.	et alii	and others
etc.	et cetera	and so forth
i.e.	id est	that is
N.B.	nota bene	note well

SHORT REFERENCES

A short reference is used when an abbreviated name will be used throughout a text. To introduce a short reference, use the entire name followed by the abbreviation in parentheses the first time the name is used.

Term	Abbreviation	Introduction of Abbreviation
Collective Labour Agreement	CLA	Collective Labour Agreement (CLA)
Green Paper on the Review of the Consumer Acquis	Green Paper	Green Paper on the Review of the Consumer Acquis (hereinafter 'Green Paper')

CAPITALIZATION

PROPER NOUNS

- Capitalize proper nouns that are specific names for people, organizations, places, or things. E.g., the British State', 'Washington State', The White House, but 'state-sponsored acts'
- Always capitalize the phrase 'Member State(s)'

There are no special rules for capitalizing the word 'state'. It should be capitalized when at the start of a sentence, or when it is part of a proper noun. When some general nouns are followed by a number, the term

HOUSE STYLE GUIDE

becomes a proper noun. However, the words *paragraph*, *section*, *subsection*, *page*, and *footnote* do not become proper nouns when followed by a number, unless they begin a sentence.

General Noun	Proper Noun with a Number
chapter	Chapter 9
article	Article 20
case	Case No. C-33/90
schedule	Schedule 5

TITLES AND HEADINGS

Capitalize:

- all words consisting of more than 5 letters in titles and headings; and
- the first and last words of titles, subtitles and headings are also capitalized.

COMPOUND WORDS

All initial letters in compound words are capitalized.

Example:

Cross-Border

HYPHENATED WORDS

Only the initial letter of a hyphenated word is capitalized in titles and headings.

Example:

Pre-existing

CROSS REFERENCES

Cross references refer the reader to other parts of the same publication and should refer to specific heading numbers or footnote numbers. *Cross references should not refer to page numbers.*

Example:

See G. Born, International Commercial Arbitration

See also section 1.1.1 *supra*

... as outlined in Chapter 5 below.

Be consistent in the use of either *supra* and *infra* (in italics) or 'above' and 'below' (not italicized).

'See', and 'See also' are always italicized.

IBID.

Ibid. (the abbreviation for *ibidem*) may be used in footnotes.

Ibid is used to provide a footnote citation or reference to the same author and source cited in the immediately preceding footnote.

HOUSE STYLE GUIDE

The first time a work is cited, provide a complete citation for the work in a footnote (listed at the bottom of each page). Subsequent citations may use *ibid* or *supra*.

ID.

Id. (the abbreviation for *idem*) should only be used sparingly. Is used:

- In the same footnote; or
- In the immediately preceding footnote when that footnote cites only one source (author and work are the same, but the page number is different).

OP. CIT. AND LOC. CIT.

The terms *op. cit.* and *loc. cit.* should not be used.

ITALICS

Italicize the following:

- words the author chooses to emphasize;
- case names, including the *v.* (*Wade v. Roe*);
- foreign words, except for words that have become anglicized.

The following list of words should *not* be italicized in legal writing. Consult *Black's Law Dictionary* for a complete list of anglicized legal terms.

ad hoc	en banc	passim
amicus curiae	et al.	prima facie
certiorari	et seq.	quantum meruit
de facto	etc.	quid pro quo
de jure	habeas corpus	res gestae
de novo	i.e.,	res ipsa loquitur
dicta, dictum	in personam	res judicata
e.g.,	in rem	

LISTS

Use an en-dash (–) for an unnumbered list, for short lists, and for lists where numbering would suggest an unintended hierarchy.

Where numbering is appropriate, lists and sub-lists should preferably be numbered in the following way:

- level 1: (1), (2), (3) ...
- level 2: (a), (b), (c) ...
- level 3: (i), (ii), (iii) ...

In all cases, lists must have at least two list items. List items should be punctuated either as full sentences (use an initial capital letter and end with a period) or as phrases (use a lower case letter to begin the item and a semicolon at the end of each line item, with a period after the last list item. It is acceptable to use *and* or *or* between the penultimate and final list item.

HOUSE STYLE GUIDE

NUMBERS

NUMERALS

Use numerals for:

- units of time (or any other measure) in non-technical text
- numbers greater than ninety-nine;
- dates and times;
- statistics (including decimals, percentages (15%), ratios, ages of people, monetary figures);
- numbers in a series (5, 10, and 250 years);
- number spans (2–4; 204–209).

ORDINAL NUMBERS

Do not use superscript for ordinal numbers: 1st, 2nd, 3rd, etc.

SPELLED NUMBERS

Spell out the following numbers:

- general contexts: numbers from zero to ninety-nine;
 - three-year period
 - the train approached at seventy-five miles an hour
- write out the century number (nineteenth century);
- round numbers like hundred or thousand;
- fractions;
- numbers that begin a sentence.

QUOTATIONS

Quotations must be verbatim from the original source. Short quotations should be embedded in the text; if a quotation extends more than roughly four lines, use block quote formatting.

If the source material contains an error, this can be indicated by the use of '[sic]'. See sections 2.2 and 2.6 above for more information about how to use brackets and ellipsis to correctly indicate changes in a quotation.

Denote any emphasis using the parenthetical phrase '(emphasis original)' or '(emphasis added)' at the end of the quotation.

Specify if the quoted material is translated, and whether it has been translated by the author or someone else.

Permissions to reproduce relevant material should always be sought. Consult the author guidelines to ensure that you comply with copyright regulations. If you have questions about this, please contact the developmental editor.

SHORT REFERENCES

The first time you cite a source, use the full citation in the footnote. Subsequent references use:

Author's Last Name (or, if not available, *Title*), ●*supra* n. Note Number, ●at Pinpoint reference.

HOUSE STYLE GUIDE

Always include a bibliography or list of references if you use short references.

Example:

¹ Joost Pauwelyn, *Conflict of Norms in Public International Law: How WTO Law Relates to Other Rules of International Law* (New York: Cambridge University Press, 2003), 264.

² Pauwelyn, *supra* n. 1, at 258.

Short references to legislation should always include the name, number, and year.

SPELLING

Set the language in Word to English (UK) unless American spelling should be used.

OXFORD-Z SPELLING (ORIGIN GREEK *-IZEIN*)

Refer to the Concise Oxford Dictionary; see also Oxford Dictionaries online (<http://oxforddictionaries.com>).

RULE FOR *-IZE* SUFFIX

Oxford spelling (as per Oxford Dictionary) takes British spelling of words in combination with the suffix *-ize* in place of *-ise*.

Suffix forming verbs meaning:	Oxford-z spelling examples:
to make or become	privatize
cause to resemble	Americanize
to treat in a specified way	carbonize
to perform or subject (someone) to a specified practice	hospitalize

RULE FOR WORDS ENDING IN *-YSE*

Words ending in *-yse* are not changed by the above rule.

Examples:

analyse

paralyse

catalyse

OBLIGATORY *-ISE* SPELLING

Verbs that keep 'ise' spelling:

There are a small group of verbs that must always be spelled with *-ise* at the end and never with *-ize*. The main reason for this is that, in these words, *-ise* is part of a longer word element rather than being a separate ending in its own right. For example: *-cise* (meaning 'cutting') in the words *excise*; *-prise* (meaning 'taking') as in *surprise*; **or** *-mise* (meaning 'sending') as in *promise*.

Here are the most common ones:

HOUSE STYLE GUIDE

Examples:

advertise	promise
compromise	televisе
advise	exercise
despise	revise
apprise	improvise
chastise	supervise
disguise	incise
prise (meaning 'open')	surmise
comprise	surprise
excise	

COMPOUND WORDS

Hyphens are used for compound words that function as an adjective immediately preceding a noun.

Example:

nurse-assisted living

PROPER NOUNS

Proper nouns, including the names of organizations, retain original spelling.

HOUSE STYLE GUIDE

4. CITATION STYLE

Kluwer Law International has adopted the [Association of Legal Writing Directors \(ALWD\) legal citation style](#) to ensure uniformity, which is becoming increasingly critical for content that appears online. Below are some examples of common citation.

BOOKS

The full citation to a treatise, book or other nonperiodic work may contain up to eight components.

Author, •Title•Pinpoint reference(s)•(Editor [if any]•, Translator [if any]•, Edition [if any]•, Publisher•Date).

Example:

Charles Alan Wright, Arthur R. Miller & Mary Kay Kane, *Federal Practice and Procedure* vol. 7A, § 1758, 114-115 (3d ed., West 2005).

PERIODICALS

Citations to articles in journals, law reviews, newspapers, newsletters, and other periodicals typically contain seven components.

Author, •Title,•Volume number•Periodical abbreviation•Initial page•, Pinpoint page•(Date).

Example:

L. Ray Petterson, *Legal Ethics and the Lawyer's Duty of Loyalty*, 29 Emory L.J. 909, 915 (1980).

ELECTRONIC SOURCES

A full citation to an internet site contains six components.

Author or Owner, •Title,•Pinpoint reference [if available]•, URL•(Access or update information•Exace date).

Example:

ABA Ctr. for Hum. Rights, *Rule of Law Letter History*,
<http://www.abanet.org/humanrights/projects/roll/history.html> (accessed 5 Sept. 2009).

CASE LAW

Cases should be compiled in a reference table. A full citation for a case may contain as many as nine components. However, some citations will contain fewer components.

Case Name, •Reporter volume•Reporter abbreviation•Initial page•, Pinpoint page•(Court abbreviation•Date),•Subsequent history citation [if any].

Example:

N.Y. Times Co. v. Sullivan, 144 So. 2d 25, 40-41 (Ala. 1962), *rev'd*, 376 U.S. 254 (1964).

HOUSE STYLE GUIDE

INTERNATIONAL LEGISLATION

Kluwer Law International recommends reference to the [Guide to Foreign and International Legal Citations](#).

Legislation should be compiled in a reference table, including: legislation, treaties, and conventions.

International legal material has four components.

Title • Pinpoint reference • (Exact date) • Source.

Example:

Treaty of Peace between the Allied and Associated Powers and Austria pt. XII, art. 372 (10 Sept. 1919), T.S. No. 8.

FOREIGN LANGUAGE TEXT

Kluwer Law International does not undertake copyediting of foreign language text. Any foreign language text will be left 'as is'.

HOUSE STYLE GUIDE

5. MANUSCRIPT FORMATTING

DATES

Use European-style dates.

Example:

1 January 2001

FIGURES

- Figures should be submitted as separate files along with the manuscript.
- Figures should be submitted as print-quality in greyscale (.tif or .jpg files with a resolution of at least 600 dpi).
- Indicate the insertion point in the manuscript as: **<insert Figure 1>**
- Each figure must be numbered and referenced in the text.
- Title and caption for figures are optional. The title denotes the subject of the figure. A caption is reserved for additional information such as a copyright line.
- Figure footnotes appear in the caption rather than at the bottom of the page.

TABLES

Use the table function in Word to submit tables as part of the manuscript. Format the table as you would like it to appear in print.

Each table must be numbered and referenced in the text. Title and caption for tables are optional. The title denotes the subject of the table. A caption is reserved for additional information such as a copyright line. Table footnotes appear in the caption rather than at the foot of the page.

HEADINGS

A maximum of five heading levels is recommended. Headings should use a logical outline format and the heading titles should follow title capitalization. The below option is the preferred heading style as this is easy to link online.

Preferred heading style:

Level 1: §1.01, §1.02, §1.03, etc.

Level 2: [A], [B], etc.

Level 3: [1], [2], etc.

Level 4: [i], [ii], etc.

Level 5: unnumbered heading, text only.

HOUSE STYLE GUIDE

Please carefully check the numbering system you use and your cross references. During the copyediting process, if your heading numbers do not follow the above system, and if you have not specifically indicated that you have used a different, logical system when submitting your manuscript, heading numbers in your manuscript will generally be adapted to the system above.

BOOK REVIEWS

For book reviews, a standard format is used regarding:

1. how information about the book is set out, and
2. how author name(s) and date, if included, are shown at the end of a book review.

Example:

BOOK REVIEW

Title of the book], [author] (ed. [editor]). [Edition]. [Place]:[Publisher]. [Year]. [Number of pages]pp. [Currency\$Price]. [ISBN/ISSN with hyphens].

Qui te stet eruditi alienum. Vel an sententiae deterruisset, enim contentiones sit ut. Ei autem verear has, id justo tation tincidunt his, esse atomorum definitiones cum ad. Ne mollis eirmod vis, ei assum conceptam cum.

Simul tacimates gloriatur usu eu. Est ex assum veritus. At qui congue labore adipiscing. At usu paulo noster melius, sit ne erant accusam similique, eu eos habeo efficiantur. Eam brute nihil iisque ea.

At eruditi equidem his. Possit pertinacia adversarium eu sit, velit partiendo te per, no eos quem denique. Error qualisque et has. Qui omnium regione at, no accusam honestatis concludaturque vim. Graece persius euismod id eam, animal denique definitione

*Alan B. Cooke
Cooke Group
April 2016*
