

Introduction

The Oxford University Style Guide aims to provide a guide to writing and formatting documents written by staff on behalf of the University (or one of its constituent departments etc). It is part of the University's branding toolkit (www.ox.ac.uk/branding_toolkit) which enables the University's formal documentation to be presented consistently across all communications.

The style guide is not intended for public or external use, and does not purport to compete with OUP's professional writing guides and dictionaries.

Objectives of the style guide

We have three main objectives in writing this style guide:

- to provide an all-purpose guide to consistent presentation for University staff in written communications;
- to review the guide at least once a year, ensuring that it properly reflects modern usage and is fit for purpose, and to update it as required;
- as part of the review process, to invite proposals from members of the University who disagree with any existing guidance, and to act as an arbiter on those cases.

How the guide is arranged

The style guide is intended to be read as an interactive PDF, where it can be cross-referenced. However, the PDF can be printed if preferred for ease of reference.

If we update the style guide we will highlight on the main webpage (www.ox.ac.uk/styleguide) whether anything has changed as well as changing the term listed on the front cover.

How to use the guide

- search for a specific term (such as **semicolon**)
- browse through a section (such as **Punctuation**)

What is/is not included in the style guide

The guide does not tell you how to write. We aim to help you write correctly, and to encourage consistency across the University's written communications.

Quick reference guide

The general rule

If there are multiple (correct) ways of doing something, choose the one which uses the least space and the least ink. For instance:

- close up spaces and don't use full stops in abbreviations (eg *figs*)
- use lower case wherever possible
- only write out numbers up to ten and use figures for 11 onwards.

University of Oxford or Oxford University?

These terms are interchangeable and can either be alternated for variety or kept the same for consistency.

University branding information

Other information on University branding, including the use of the logo, can be found online at www.ox.ac.uk/branding_toolkit

Queries

If you have any queries about using this guide, please contact:

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Oxford Guide To Style

Laura J. Gurak, Mary E. Hocks



Oxford Guide To Style:

The Oxford Style Manual Robert M. Ritter, 2003 Throughout the twentieth century The Oxford Dictionary for Writers and Editors and Hart's Rules grew to be indispensable sources for all those who deal with the written word Now for the first time The Oxford Style Manual combines in one volume these two classic reference books in their latest forms the second edition of The Oxford Dictionary for Writers and Editors and The Oxford Guide to Style the new Hart's Rules Together they offer unrivalled guidance on words and how to treat them The first part of The Oxford Style Manual contains 16 topic based chapters of help on every aspect of words in print The text is full of explanations examples and lists for quick reference abbreviations capitalization punctuation scientific and mathematical symbols are all covered in full It gives clear advice on how to treat quotations illustrations tables notes and references specialist subjects and indexes as well as exhaustive information on foreign languages There is also information on recent issues such as citing electronic media submitting material for online publication and current copyright law The second part of the Manual consists of short alphabetical entries that provide easy to follow guidance on specific writing conundrums including common spelling difficulties hairdryer or hairdrier queries on hyphenation and punctuation brothers in law or brother in laws confusables impassible or impassable differences between British and American English pyjamas pajamas and difficult or unusual terms The Oxford Style Manual really is the ultimate guide for all book magazine and Internet publishers on preparing and presenting the written word

New Hart's Rules Anne Waddingham, 2014 New Hart's Rules is a brand new text that brings the principles of the old text first printed in 1893 into the 21st century providing answers to questions of editorial style for a new generation of professionals

New Hart's Rules (US), 2005 **The Oxford Guide to Style** Robert M. Ritter, Horace Hart, 2002 The Oxford Guide to Style for Writers and Editors is the essential manual for anyone who needs a discerning guide through the innumerable choices and complexities of editorial method Based on the house style of Oxford University Press this book replaces two highly successful titles Hart's Rules OUP and the Oxford Dictionary for Writers and Editors It combines updates and expands these two earlier titles to provide a fully comprehensive guide to the subject of editorial practice With a new grammar and usage section alphabetic entries and full cross references it is both authoritative and easy to use A valuable guide for all those who use words professionally or in their studies from novice proofreaders and trainee editorial staff to journalists authors and thesis or dissertation writers this book aims to provide a one stop reference with comprehensive and helpful advice

The Oxford Guide to Style, 2002 *New Oxford Style Manual*, 2016-03 The New Oxford Style Manual brings together the new editions of two essential reference works in a single volume Combining New Hart's Rules with the New Oxford Dictionary for Writers and Editors this is the definitive guide to the written word New Hart's Rules Oxford's definite guide to style gives authoritative and expert advice on how to prepare copy for publication in print and electronically Topics covered include how to punctuate and hyphenate accurately capitalization guidelines structuring text coherently how

to use quotations and citations clearly how to provide accurate references UK and US usage and much more Recent developments in the publishing industry such as scientific publishing conventions have been included in the up to date edition These guidelines are complemented by the New Oxford Dictionary for Writers and Editors which features 25 000 A to Z entries giving authoritative advice on those words and names which raise questions time and time again because of spelling capitalization hyphenation or cultural and historical context Entries give full coverage of recommended spellings variant forms confusable words hyphenation capitalization foreign and specialist terms proper names and abbreviations The New Oxford Style Manual also includes superb appendices for quick reference including proofreading marks countries and currencies and alphabets Combining these two updated works and drawing on the unrivalled research and expertise of the Oxford Reference and Dictionaries departments this volume is an essential part of every editor s and writer s toolkit

Indexing Books, Second Edition Nancy C. Mulvany, 2009-11-15 Since 1994 Nancy Mulvany s Indexing Books has been the gold standard for thousands of professional indexers editors and authors This long awaited second edition expanded and completely updated will be equally revered Like its predecessor this edition of Indexing Books offers comprehensive reliable treatment of indexing principles and practices relevant to authors and indexers alike In addition to practical advice the book presents a big picture perspective on the nature and purpose of indexes and their role in published works New to this edition are discussions of information overload and the role of the index open system versus closed system indexing electronic submission and display of indexes and trends in software development among other topics Mulvany is equally comfortable focusing on the nuts and bolts of indexing how to determine what is indexable how to decide the depth of an index and how to work with publisher instructions and broadly surveying important sources of indexing guidelines such as The Chicago Manual of Style Sun Microsystems Oxford University Press NISO TR03 and ISO 999 Authors will appreciate Mulvany s in depth consideration of the costs and benefits of preparing one s own index versus hiring a professional while professional indexers will value Mulvany s insights into computer aided indexing Helpful appendixes include resources for indexers a worksheet for general index specifications and a bibliography of sources to consult for further information on a range of topics Indexing Books is both a practical guide and a manifesto about the vital role of the human crafted index in the Information Age As the standard indexing reference it belongs on the shelves of everyone involved in writing and publishing nonfiction books

The Oxford manual of style Robert M. Ritter, 2002 **New Hart's Rules** R. M. Ritter, 2005-09-22 New Hart s Rules is a brand new text that brings the principles of the old text first printed in 1893 into the 21st century providing answers to questions of editorial style for a new generation of professionals

The Oxford Style Manual Robert M. Ritter, Book Club Associates, 2002 *A Short Guide to English Style* Alan Warner, 1961 **Effective Writing Skills for Public Relations** John Foster, 2008-06-03 Effective Writing Skills for Public Relations is a valuable reference source on the basics of style and presentation with helpful hints on making the best use of written communication It advises on how to

write concisely using jargon free language whilst avoiding overused words and phrases There is guidance on policing house style with emphasis on consistency and advice on punctuation headlines and captions As well as this there are tips on what makes a good press release and how to use effective design and layout to produce easy to read text Readers will also find help on public speaking pronunciation and the standard writing skills needed in the office This fourth edition includes new sections on website content and design legal issues in websites and emails what journalists look for in company websites meeting the needs of your target audience controlling and getting the best out of emails writing and designing ezines setting up online media centres and comparing Video News Releases with B rolls of roughly edited footage Standard proof correction marks are included together with a glossary of terms This is an essential hands on practical guide for anyone earning a living through the written or spoken word

Garner's Modern American Usage Bryan Garner, 2009-07-28 Since first appearing in 1998 Garner's Modern American Usage has established itself as the preeminent guide to the effective use of the English language Brimming with witty erudite essays on troublesome words and phrases GMAU authoritatively shows how to avoid the countless pitfalls that await unwary writers and speakers whether the issues relate to grammar punctuation word choice or pronunciation An exciting new feature of this third edition is Garner's Language Change Index which registers where each disputed usage in modern English falls on a five stage continuum from nonacceptability to the language community as a whole to acceptability giving the book a consistent standard throughout GMAU is the first usage guide ever to incorporate such a language change index The judgments are based both on Garner's own original research in linguistic corpora and on his analysis of hundreds of earlier studies Another first in this edition is the panel of critical readers 120 plus commentators who have helped Garner reassess and update the text so that every page has been improved Bryan A Garner is a writer grammarian lexicographer teacher and lawyer He has written professionally about English usage for more than 28 years and his work has achieved widespread renown David Foster Wallace proclaimed that Bryan Garner is a genius and William Safire called the book excellent In fact due to the strength of his work on GMAU Garner was the grammarian asked to write the grammar and usage chapter for the venerable Chicago Manual of Style His advice on language matters is second to none

Language Prescription Don Chapman, Jacob D. Rawlins, 2020-09-21 This book is a detailed examination of social connections to language evaluation with a specific focus on the values associated with both prescriptivism and descriptivism The chapters written by authors from many different linguistic and national backgrounds use a variety of approaches and methods to discuss values in linguistic prescriptivism In particular the chapters break down the traditional binary approaches that characterize prescriptive discourse to create a view of the complex phenomena associated with prescriptivism and the values of those who practice it Most importantly this volume continues serious academic conversations about prescriptivism and lays the foundation for continued exploration

Choice, 2009 *Oxford Guide to Plain English* Martin Cutts, 2009 The Oxford Guide to Plain English provides authoritative guidance on how to write clearly and effectively using 21 easy to follow

guidelines covering straightforward language sentence length active and passive verbs punctuation grammar planning writing emails and good organization **100 Ways To Publish and Sell Your Own Ebook** Conrad Jones,Darin Jewell,2013-05-02 If you ve published an e book or are planning to do so you ll need this essential guide It provides expert advice on every step of the process from production through to all important promotion To ensure your e book reaches its intended audience at the very least you have to design and format the cover a certain way know your options in terms of publishing platforms and choose the right one for your book price and promote it appropriately know which social networking bookmarking and cataloguing sites are best suited to showcase it This book will give your e book its best chance of becoming a best seller The Technical Communication Handbook Laura J. Gurak,Mary E. Hocks,2009 The Technical Communication Handbook a life long companion for technical communicators is a comprehensive reference guidefor technical communication students at all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues **Logos** ,2004 **Catalogue** Montgomery Ward,1953

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