



LONDUBH BOOKS

## HOUSE STYLE

### 1. PRESENTATION OF MANUSCRIPTS

Please submit your manuscript on a CD or as an email attachment. You may need to submit a printout or even a marked-up printout if the layout of your book is complicated, for instance if it contains graphs or tables or if there are several levels of headings.

*Please do not:*

use double spaces after full stops; use the return key at the ends of lines, except when you intend to start a new paragraph; use capitals or bold for titles, sub-titles or words to be emphasised; leave an extra line space between paragraphs (use one carriage return only).

### 2. CAPITAL LETTERS

Modern usage is not to capitalise words such as nationalist, summer, east, government, civil service.

In general, use capital letters:

- a) For first words of sentences;
- b) for proper names and full titles (and adjectives associated with them): Cardinal Archbishop of Armagh, President Obama, Lady Bountiful, Micawberish, Shavian but use lower case when these words are used in a general sense, e.g. It could happen to a bishop; Is the priest at home?
- c) for terms such as Catholic, Protestant, Christian, Jewish, Presbyterian, Anglican, Baptist, whether as nouns or as adjectives referring to religious denominations, also ceremonies such as Mass, Benediction and Confession. One should distinguish between church (the building) and the Church (the institution);
- d) for specific geographic locations, e.g. the Wicklow Mountains, the River Shannon, County Kerry
- e) for specific historical events of significance, e.g. the Reformation, the Second World War (do not use the form World War I/II), the 1916 Rising, the French Revolution
- f) for days of the week, months of the year, feast days and important calendar events: Michaelmas, Hallowe'en but not the seasons. Note: in dates write 54BC and AD1485 using small capitals for the epochs.

### 3. QUOTATIONS

Please use single quotation marks (double within single).

Keep short quotations within the text and enclose in single quotation marks. Enclose quotations within quotations in double quotation marks.

Separate longer quotations from the main text by an extra line above and below. (They will also be indented when typeset.) In this case, do not use quotation marks. Use single quotation marks for quotes within quotes in this style.

### 4. NUMERALS

Spell out numerals up to one hundred in full, except where they are dates.

Fractions should also be spelled out: two-thirds, one-eighth

Our preferred form for percentages is this: 35 per cent (except in tables)

## 5. DATES

Use: 27 August 2002. Remember also to use 1960s, not 60s or 1960's.

Do not use superscript for 'th' in centuries although your word processor may want to: '19th century' is the preferred form.

## 6. ABBREVIATIONS

Do not punctuate acronyms such as SIPTU, RTÉ, USA, NAMA. 'Mary Robinson worked for WHO before joining RTÉ.' Punctuate but do not space initials: W.B. Yeats, T.K. Whitaker. Leave no space after Mc, Mac or O': Frank O'Connor. (Note that sometimes individual preferences vary.) There is, however, a space after the Irish Ó (Ó Caoimh)

Do not punctuate contractions such as St (Saint) or Dr. We spell out words like (Liffey) Street and County (Cork).

## 7. SPELLING

Use -ise instead of -ize in words such as realise.

Use enquiry rather than inquiry, judgement rather than judgment and acknowledgement rather than acknowledgment. This will often mean overriding your word processor's spellcheck (which you should always apply before submitting a manuscript).

## 8. PUNCTUATION

(a) The modern trend is for the minimum number of commas needed for clarity and readability. They are not necessary in such sentences as 'When he returned home the cat was dead.' They are not necessary in a list of qualifying epithets unless their effect is meant to be cumulative: 'a tall rich bronzed man' but 'a sallow, weedy insignificant-looking fellow'. The comma should not be used before 'and', 'but', or 'or' unless to indicate a significant break in thought or if sense would otherwise be unclear. Please do use both colons and semi-colons if you know how to use them.

(b) When using inverted commas, the full point should come outside the closing inverted comma except where a full sentence is contained between the inverted commas, for example: They spoke of youth and its 'long long thoughts'. But: 'There's no fool like an old fool.' (Note that American usage is different in this respect.)

(c) It has become standard not to punctuate addresses with full stops or commas.

## 9. POSSESSIVE APOSTROPHES

Use an 's' even when the name ends in 's', e.g. Yeats's house. The exceptions are Moses and Jesus.

## 10. HYPHENATION

Use hyphenation as required for clarity and readability. A good reference book such as the *Oxford Spelling Dictionary* will provide guidance on this and on matters to do with variant spelling and capitalisation. Note that 'eighteenth-century' [architecture] is an adjective; the 'eighteenth century' a noun.

## 11. ITALICS

Italics should be used (if necessary) for emphasis, for titles of books, newspapers, films, television programmes, works of art, long poems that constitute a book e.g. *Paradise Lost*, for botanical and other biological names and phrases in a non-English language that have not been assimilated. (This includes Irish.) Thus *coup de grâce* but *paté*; Fáilte Ireland but *Slán go fóill*. Titles of shorter works should be given in single quotation marks: 'To His Coy Mistress', 'My Oedipus Complex'.

## 12. CORRECTIONS OF PROOFS

'Standard' proofing marks are readily available for download on the Internet if you wish to use them. You may, however, mark your proofs (in hard copy) in any legible way. The governing principle is that every change you wish to make should be clearly intelligible to the person applying the corrections.

### FINALLY

Try to be consistent in the use of capital letters, the presentation of quotations, in spelling and in punctuation. Be especially careful with the spelling of proper names. Avoid too much use of the passive voice (for example, choose 'He picked the flowers,' over, 'The flowers were picked by him) as the passive can deaden style.

Please be sure to email or telephone if you have any technical queries or problems with style.

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