

## Renewal Style Guide (2025)

### **Extracts:** (quotations of 60 words/3 lines or more):

- indent without quotation marks
- with a line space above and below (i.e. double return)

### **Quotations** (less than 60 words):

- single quotation marks
- double marks for quotation within quotation
- i.e. Anna Coote argues that 'a "normal" paid working week has changed'.
- Punctuation at the end of a quotation should be *outside* the quotation marks as in this example, and in the following: 'A "normal" paid working week has changed', argues Anna Coote.

### **Paragraphs:**

- indicate by double hard return
- no indent

### **References:**

- should be given as a list of endnotes at the end of each essay
- check references are all complete and correspond correctly to superscript numerals in text
- footnote superscript number should be placed **outside sentence punctuation**: e.g. ... as Fredric Jameson notes.<sup>17</sup>
- when giving references, give the following information in the following order: Author's (or editor's) name (including first name – preferably – or initial[s]), title (italicised) and subtitle, publisher, and date:  
*Example:* Peter Purton, *Champions of Equality: Trade unions and LGBT rights in Britain*, Lawrence & Wishart, 2016.
- add page references where appropriate at end.
- Use *ibid* and *op cit* according to Hart's Rules, e.g. Hall and Jacques, *op cit*, pp49-53.
- use p or pp to indicate page numbers with no full stop, as above
- page ranges should be separated by a hyphen - not a dash – i.e. pp19-20 not pp19–20
- there should be no hyperlinks, and any web addresses should not be underlined (or in any colour other than black)
- journal issues should be in the form shown in example:  
*Example:* Barry Stoller, 'Music, Marxism, and the hype about D.I.Y. ("Do-It-Yourself")', *Monthly Review*, Vol 49 No 7, 1998, pp34-43.
- conference titles should have capital letters but not be in inverted commas or italics.
- all endnotes should end in a full stop
- websites should be referenced: Author, 'Article title': www.wherever.co.uk, date. E.g. George Eaton, 'Why a Labour Majority at the next General Election has become far easier': www.newstatesman.com, 10 June 2017. There should be no link and no underline on the web address, and please try to keep it simple – no long urls.

### **Spaces:**

- do not use double spaces in any situation

### **Dates:**

- use 1950s, not fifties or '50s or 1950's
- use 1984, not '84; and use 1914-18 and 1939-45, unless 1899-1902

- for complete dates, give thus: 25 June 1992 (not 25th June 1992, or June 25, 1992 or 25<sup>th</sup> June 1992)
- date ranges should be separated by a hyphen - not a dash – i.e. 1930-45 not 1930–45
- spell out nineteenth century, not 19th century or 19<sup>th</sup> century
- hyphenate for adjectival usage: ‘a nineteenth-century tradition’ or ‘twenty-first-century thought’, but not for noun: ‘in the nineteenth century’.

#### **Italics:**

- names of ships, play titles, newspapers (*The Times*, *The Guardian* and *The Economist* have ‘The’ as part of title), paintings, film titles, book titles, magazines, journals, TV programme names. If unsure check online to see whether ‘the’ is part of the title.
- poem, essay, leaflet and short story titles are not italicised and have single quotation marks
- Do not italicise non-English words in regular usage, e.g. persona, modus operandi, schadenfreude
- conference titles should have capital letters but not be in inverted commas or italics.

#### **S/Z:**

- s spellings preferred (organise, apologise, etc).

#### **Dashes:**

- spaced ‘en’ rules i.e. when used to separate a sentence dashes should be typed thus – with a space either side, not - and not like this—with no spaces
- hyphens should be small like this - as in ‘nineteenth-century tradition’ etc. Not ‘nineteenth—century tradition’ and not ‘nineteenth—century tradition’

#### **Ellipses:**

- three dots with spaces on either side thus ... even if a sentence ends or starts with an ellipsis
- omit all other punctuation, even if, for example a sentence ends before the ellipse. I.e. not ‘the “normal” wage has changed. ...’ But ‘the “normal” wage has changed ... ’

#### **Hyphens:**

- always hyphenate with the small hyphen - not – or — including in dates, e.g. 1922-23
- most important is to maintain consistency (keep list if in doubt), but some advice includes:
- compound nouns should be hyphenated, e.g. film-maker (but not established compounds, e.g. soundtrack, comeback, breakdown etc.)
- do use for clashing vowels, e.g. co-operate, re-introduce (but not rewrite, rethink etc.)
- do use for words with two meanings (e.g. recreation and re-creation)
- do use for adjectival phrases, e.g. middle-class (but not the noun, e.g. the working class)
- hyphenate five-year-old, but not no one.

#### **Foreign words/phrases:**

- check with Oxford Dictionary for Writers and Editors for accents and italicisation
- do not italicise words/phrases in common usage, e.g. rendezvous, role, regime (note: no accents)

#### **Contractions:**

- contractions which end in last letter of word, e.g.: Dr, Mr, Mrs, St, edn, eds, Ltd should not have apostrophes or full stops at the end. (Note for footnotes, ed. for single editor, eds for several editors.)
- no punctuation after metric units (preferred to Imperial measures, but please be consistent), e.g.: cm, m, km, kg
- no full stop for etc if followed by other punctuation or if in the middle of a sentence

### **Abbreviations:**

- end with full points (since truncated), e.g.: p.m., ed., i.e., vol., no.
- full stops for initials of people, e.g.: R.A. Butler, Edward W. Said, etc
- no full points with initials for organisations etc, e.g. RAC, BBC, SWP, HMSO, USA, etc.

### **Numbers:**

- spell out to 100 (i.e. eighty-nine), then use numerals (i.e. 253)
- always spell out ages of people and amounts (e.g. six bottles, ten years, four days etc.)
- the exceptions are measurements (see below) and millions/billions, i.e. £7.8 million.
- thousands: use comma only in five- or six-figure numbers, i.e. 4000, but 45,000
- use figures, and spell out per cent (two words), i.e. 20 per cent

### **Measurements:**

- use figures (numerals), e.g. 8 km, 15 hectares, etc
- film/camera lens measurements thus, 16mm, 35mm (closed up as shown)

### **Percentages:**

- use figures, and spell out per cent (two words), i.e. 20 per cent

### **Capitalisation:**

- check with Oxford Dictionary for Writers and Editors for capitalisation of proper names etc.
- do not normally capitalise socialism, communism, fascism, the left, the right, the labour movement, the prime minister, etc. Labour Party (not Labour party)
- for chapter/section headings (subheadings) use lower case bold (after initial cap, and excepting words which are normally capitalised): e.g. **The end of Fordism and organised capitalism**. Do not use small caps

### **General:**

- use italics for emphasis, not bold or underline
- keep layout simple
- don't indent for paras – use double return
- send tables separately and mark in the text where they should go. Send in a format (preferably Excel) which allows style editing (e.g. size of table, change of fonts) by typesetter – i.e., in particular, DO NOT send scans of tables as we cannot then align them with journal/book style
- only leave a single space after punctuation.
- be consistent in your spelling, style, etc. That way, any changes can be made globally
- do a spell check. Make sure your spellcheck language is English (British). Always check Word's suggestions, they are not always right