

HONG KONG REVIEW OF BOOKS

HOUSE STYLE GUIDE

(rev. Sept 2019)

Authors should be consistent in format and style.

Spelling and capitalisation are consistent with the *Oxford English Dictionary*.

Paragraphs should be indented.

Quotations should be in double inverted commas if brief and indented and italicised if longer than 40 words. No quotation marks in indented quotations. Spellings within quotations should be as per original text. Single quotation marks should be reserved for quotation within quotation. Words added by authors in quotations should go in square brackets. Closing quotation marks should follow punctuation. Where there is consistent reference to one text, page reference in parenthesis should follow closing quotation mark and precede punctuation.

Hyphenation of compound adjectives and adverbs (eighteenth-century art).

Capital letters should be used with restraint. Omit “The” in publication titles (exceptions include *The Times* and *The Economist*). Job titles should be lower case – for example, “director of the Getty Conservation Institute.”

Numbers:

- Spell out numerals up to and including twelve, then use figures. Exception: “in her twenties,” not “in her 20s.”
- Thousands without comma - e.g. “\$4000.”
- Either 1839 or 1840 would be written “1839/40,” whereas from 1839 to 1840 would be “1839-40” (never “between 1839-40.”)
- “1930s” not “’30s” or “Thirties.” “1830s and 1840s,” not “1830s and ’40s.”
- “Twentieth-century movement” not “20th-century movement.” No hyphen when not used adjectivally (“in the nineteenth century.”) “Mid-1950s” and “in the mid-

sixteenth century,” but “late 1940s,” “early 1730s.” So, “late eighteenth-century cabinet,” and “mid-twentieth-century notions.”

- c. 1850.

Punctuation:

- For parenthetical dashes please use hyphens.
- Spaced ellipses – e.g. “an unlimited ... number of options.”
- Hyphens between date figures.
- No full stop in BBC, MP, UK, USA, RA, Washington DC.
- No need for serial (otherwise known as Oxford) comma.

Contractions (ending in last letter of full word) with no full stop, abbreviations with full stop – so “Ltd,” “vols” and “eds,” but “co.,” “etc.,” “ed.” and “vol.” Abbreviated measurements have no full stop: so “cm” not “cm.,” “in” not “in.”

Dates should be expressed “15 November 2001.” Please remember to have “seventeenth-century Britain” but “the seventeenth century.”

Footnote figures should follow the punctuation mark, whether comma or full stop.

Non-English words and phrases in common English usage should be in Roman (for example, cliché or oeuvre – but if in doubt, check in dictionary. Non-common words and phrases, including all *pinyin*, should be in italics.

Italics for titles of books, newspapers, picture titles, exhibition titles but poems and essays in single quotes.

References:

Where possible please link directly to relevant web pages and journal articles through a URL embedded in the text. Footnotes are also accepted, formatting as follows:

Books:

Cite full name of author/editor (not initials if possible), book title in italics (place of

publication: publisher, date of publication), vol. x, page reference (do not use “p.” or “pp.” for specific page references):

- James C. Scott, *Weapons of the Weak: Everyday Forms of Peasant Resistance* (New Haven and London: Yale University Press, 1985), 20-1.
- William Vaughan and Helen Weston eds, *David's The Death of Marat* (Cambridge: Cambridge University Press, 2000), 6-8.

Articles in journals:

Full name of author, “journal article title in double quotes,” *Journal title in italics* vol. number (in arabic figures): issue number (date [month year]), page reference:

- Alan Smart and Josephine Smart, “Time-Space Punctuation: Hong Kong's Border Regime and Limits on Mobility,” *Pacific Affairs* 81: 2 (June 2008), 176.

First and subsequent citations: first citation should provide full reference as given above; subsequent citations should use a short abbreviations rather than Latin abbreviations like *ibid.*, *op. cit.*, or *loc. cit.* Thus repeat shortened title of reference even if it appears consecutively:

- Scott, *Weapons of the Weak*, 25.
- Smart and Smart, “Time-Space Punctuation,” 34.