

Prospectives Style Guide

The purpose of this guide is help authors ensure consistency with *Prospectives* Issues 1 and 2. It includes the most contentious areas of spelling, punctuation and formatting, but for more general guidance on tone and style, please consult the UCL Author Guidelines and Content Style Guide.

Where this guide differs from UCL Author Guidelines or Content Style Guide, please use this document.

If helpful, you can also consult Issue 1 of *Prospectives*: <https://journal.b-pro.org/issue/issue1>.

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Spelling

Language

- British spelling and British punctuation should be used consistently – **please ensure your computer or word processing software is set to British English**
- The exception is for quotations from other sources, where the spelling convention of the original should be retained
- Please use **-ise** rather than **-ize**, **-sation** rather than **-zation** etc.
- Please follow Collins English Dictionary

Capitalisation

- Do not over-capitalise in the body text
- Use only for:
 - The beginning of sentences
 - Abbreviations (see below)
 - Proper nouns (people, places, organisations)
 - Titles of works (books, songs, films etc)

Titles

- *Prospectives* uses “maximal capitalisation” for titles and subtitles
 - This means the first word and all significant words are capitalised
 - You do not need to capitalise conjunctions, articles or prepositions

Abbreviation

- Avoid both abbreviation and contraction where possible
- Where necessary, write in full at the first appearance of the term with the abbreviation in brackets, then use the abbreviated form throughout the text
- The **following abbreviations never carry full stops**:
 - Contractions, ending in the same letter as the full word (Dr, Mr, Mrs, Jr, Sr. Do not contract Professor!)
 - Standard works of reference (OED, BMJ)
 - Countries, institutions and organisations (UK, BBC, WHO, UNESCO)
 - Degree titles (BA, BSc, MA, MSc, MPhil, PhD, DEng, DPhil)
 - am (for ante meridian), pm (for post meridian) and CV (for curriculum vitae)
- The **following abbreviations do carry full stops**:
 - Initials of names (John D. Rockefeller, T. S. Eliot)
 - Lower-case abbreviations of lower-case phrases (e.g., i.e., etc.)
 - Abbreviated words that do not end with their final letter (vol., ed.)

Punctuation

Commas

- *Prospectives* avoids the use of the Oxford or “serial” comma – i.e., commas should be omitted before the final “and” or “or” of a list, e.g., “red, white and blue”
- The exception is if the meaning is ambiguous without one

Inverted commas

- *Prospectives* uses **double inverted commas “like this”**, both for quotes and to indicate or draw attention to unusual words and phrases
- British convention is that “punctuation should generally *follow* closing inverted commas”. “Unless it is a complete sentence.”

Dashes and hyphens

- **Spaced en dashes – not em dashes or hyphens – should be used** for subclauses
- Unspaced en dashes (not hyphens) for ranges of pages or dates, e.g., 11–12, 22–29
- (*Prospectives* does not use em dashes)
- Hyphens are used when two words form a compound adjective: middle-class families
- Hyphenation must be used consistently throughout your text – follow Collins

Font & Format

Quotations

- Use double quotation marks for quotes
- For a quote *within* a quote, use single inverted commas (He wrote that, “Gaudi said, ‘There are no straight lines or sharp corners in nature’, which is true”.)
- Quotations of more than 50 words should be treated as a separate paragraph
- If necessary, use square parentheses to insert necessary words such as [and], or when clarification is needed (for example in transcribed speech), e.g., “I thought he [the teacher] was just being kind”
- An ellipsis (three dots: ...) with a space on either side can indicate where material has ... been removed from a quotation
 - Do not place parentheses around ellipses

Italics and bold

- Use minimally
- Use italics (not bold) for emphasising words within the text
- You should also use italics for the following:
 - Book and journal titles, newspaper titles, film titles, play titles, song titles etc.
 - Foreign words/phrases (that are not in common usage)
- Do not italicise quotes

Spacing

- Do not insert a double space after a full stop. A single space will suffice

References

Summary

Prospectives' referencing style broadly follows the **Vancouver style**, but there are some idiosyncrasies due to the way *Prospectives* is formatted and published. The key things to note are:

- **A reference number should appear in the text wherever a source is cited**
- **Each number should correspond to an item in a reference list at the end of the article**
- The reference should **only include works cited or referenced in the article (it is not a full bibliography)**
- The numbers in the text and the reference list should be **formatted in plain text and NOT digitally linked to one another**

Examples

A reference number should appear in the text wherever a source is cited.

The number should be in square parentheses, following punctuation.

Example:

Piketty identifies similar neo–proprietary conditions today, seeing the economy shifting into a new state he coins as “hypercapitalism”.[9]

Each number should correspond to an item in the reference list.

The reference list itself should appear **at the end of the document, not in footnotes.**

Example:

[9] T. Piketty, *Capital and Ideology* (Cambridge, Mass: Harvard University Press, 2020).

Each in-text citation should have a unique number.

Where a work is cited multiple times, references should include page numbers, and you may use ‘Ibid’ with a page number (if it follows a previous reference to the work), or simply write the reference out again in full.

Example:

[11] H. Lefebvre, *The Production of Space* (Oxford: Basil Blackwell, 1991), 33.

[12] Ibid, 8.

The numbers in the text and the reference list should be **formatted in plain text and NOT linked to one another**, as they will be uploaded to *Prospectives* as separate documents.

Reference format for different media

- For all media, if in doubt, include as much information as possible. It's easier for the editor to remove it than to go searching for it
- Where page numbers (or ranges thereof) are included, they should appear at the end of the reference

Books

Author, *Book Title* (Place: Publisher, year).

Example:

[9] T. Piketty, *Capital and Ideology* (Cambridge, Mass: Harvard University Press, 2020).

Chapter within a book

Author, "Chapter Title", Editor, ed., *Book Title* (Place, Publisher, year).

Example:

[2] J. Aspen, "Oslo – the triumph of zombie urbanism." Edward Robbins, ed., *Shaping the City* (New York: Routledge, 2004).

Journals

Author, "Article Title", *Journal* issue number (year).

Example:

[3] L. Sinisgalli, "Natura, Calcolo, Fantasia", *Pirelli* 3 (1951).

Conference presentations

Reference should be made to the written record of the conference, taking the following form: Speaker, "Presentation Title", in *Proceedings of Conference Name*, Location (Year), page number range.

Example:

[4] P. Janssen, "Visual Dataflow Modelling: Some thoughts on complexity", in *Proceedings of the 32nd Education and research in Computer Aided Architectural Design in Europe (eCAADe) Conference*, Newcastle upon Tyne, UK (2014), 305–314.

Online sources

Online references should be to specific articles or pages on a website, not just to a top-level domain.

They should include the title and author of the article, not simply the URL.

Please include the date you accessed online material (it may have been updated or changed subsequently).

Example:

[5] O. Lialina & D. Espenschied, "One Terabyte of Kilobyte Age", Rhizome.org <https://anthology.rhizome.org/one-terabyte-of-kilobyte-age>, (accessed March 1, 2022).

For articles consulted online, include a URL or the name of the database. Many journal articles list a Digital Object Identifier (DOI) beginning “<https://doi.org/>”. The DOI is permanent, and preferable to the URL that appears in your browser’s address bar.

Example:

[6] P. Mogensen & A. Riseth, “Optim: A mathematical optimization package for Julia”, *Journal of Open Source Software*, 3, 24 (2018), 615.

DOI:<https://doi.org/10.21105/joss.00615>

Other sources

For films, music, works of art, and anything else not mentioned here, include as much information as possible (artist, location, production company, year etc.) and be consistent.