

# UNIVERSITY OF OXFORD STYLE GUIDE

The following is an excerpt from the full University of Oxford Style Guide [www.ox.ac.uk/styleguide](http://www.ox.ac.uk/styleguide). Although it is made freely available online, it is intended as an in-house guide to enable staff of Oxford University to be consistent, and does not purport to compete with OUP's professional style and writing guides.

## General rule

- if there is more than one correct way of writing something, choose whichever uses least space and least ink

## Abbreviations

- close up spaces between letters and don't use full stops in abbreviations, contractions or acronyms, but do use spaces between people's initials:

✔ Dr P A Smith has an MMathPhil and a DPhil in maths

## Capitalisation

- only use capital letters where absolutely required
- capitalise 'college', 'department' etc. when used as part of their official name:  
✔ Brasenose College; Department of Engineering Science; Medical Sciences Division; Faculty of Law
- use lower case for 'college', 'department' etc. when used descriptively without the full name:  
✔ the college; the department; the division; the faculty
- capitalise 'University' whenever referring to Oxford University:  
✔ the University is 800 years old; the collegiate University is a large employer
- capitalise 'Professor' when followed by a name, but use lower case when used as a job title:  
✔ Professor Smith is a professor in the Social Sciences Division

## Dashes/hyphens

Hyphens: always closed up to words either side

- ✔ use to join prefixes which might cause confusion: pre-eminent; re-release
- ✔ use in adjectival phrases preceding a noun: a long-held belief; a first-class degree
- ✔ do not use in adjectival phrases following a noun: a belief which has been long held
- ✔ do not use in adjectival phrases which include an adverb ending in -ly: a highly paid job; a quickly flowing river

## n-dashes

- with spaces either side, use:
  - ✔ as a pair, in place of commas or parentheses to separate a phrase
  - ✔ singly, in place of a colon to link a parts of a sentence which could each stand alone
- closed up to words or numbers either side, use:
  - ✔ to link concepts or ranges of numbers/dates: 2014–15; German–Polish pact
  - ✔ to link two names who are co-creators or after whom something is named: Lennon–McCartney; Varley–Gladwell prize

## Dates/years

- format as day month year:
  - ✔ 12 January 2016
  - ✗ January 12, 2016
- give date ranges with a closed-up n-dash:
  - ✔ 12–14 January (see also Times below)
- for academic/financial years, use either an n-dash or a slash but be consistent:

# Style Guide For Writing

**Manzurul Islam**



## **Style Guide For Writing:**

The Yahoo! Style Guide Chris Barr,2010-06-30 WWW may be an acronym for the World Wide Web but no one could fault you for thinking it stands for wild wild West The rapid growth of the Web has meant having to rely on style guides intended for print publishing but these guides do not address the new challenges of communicating online Enter The Yahoo Style Guide From Yahoo a leader in online content and one of the most visited Internet destinations in the world comes the definitive reference on the essential elements of Web style for writers editors bloggers and students With topics that range from the basics of grammar and punctuation to Web specific ways to improve your writing this comprehensive resource will help you Shape your text for online reading Construct clear and compelling copy Write eye catching and effective headings Develop your site s unique voice Streamline text for mobile users Optimize webpages to boost your chances of appearing in search results Create better blogs and newsletters Learn easy fixes for your writing mistakes Write clear user interface text This essential sourcebook based on internal editorial practices that have helped Yahoo writers and editors for the last fifteen years is now at your fingertips *The Creative Writer's Style Guide* Christopher T. Leland,2002 Presenting the rules of grammar punctuation and style this handbook also offers great advice on effective writing by a 25 year veteran of the craft

**Style Guide for Business Writing** Michael C. Thomsett,2018-04-09 Style guides come in many shapes and sizes usually focused toward scientific or academic use only However business writing is a space occupied by many individuals that has not been given the attention it deserves The Style Guide for Business Writing Second Edition is designed specifically to assist business writers in both the public and private sector including those publishing with English as a second language authors of academic papers business book authors financial journalists and writers of reports proposals or even just e mail and memoranda This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner and refresh the basics for the experienced business writer Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information Michael C Thomsett is a market expert author speaker and coach His many books include Stock Market Math Candlestick Charting The Mathematics of Options and A Technical Approach to Trend Analysis *The Elements of Style* William Strunk,E. B. White,2018-06-06 The Classic The Elements of Style by William Strunk Jr And E B White The Elements of Style is a prescriptive American English writing style guide in numerous editions The original was composed by William Strunk Jr in 1918 and published by Harcourt in 1920 comprising eight elementary rules of usage ten elementary principles of composition a few matters of form a list of 49 words and expressions commonly misused and a list of 57 words often misspelled E B White greatly enlarged and revised the book for publication by Macmillan in 1959 That was the first edition of the so called Strunk White which Time named in 2011 as one of the 100 best and most influential books written in English since 1923 The Yahoo! Style Guide: Writing for an Online Audience Chris Barr,Yahoo!,2011-08-09 Previously published as part of The Yahoo Style Guide WWW may be an

acronym for the World Wide Web but no one could fault you for thinking it stands for wild wild West The rapid growth of the Web has meant having to rely on style guides intended for print publishing but these guides do not address the new challenges of communicating online Enter The Yahoo Style Guide to Writing for an Online Audience from Yahoo a leader in online content and one of the most visited Internet destinations in the world Full of Web specific ways to improve your writing this guide will help you Shape your text for online reading Identify your audience Define your voice Write clear compelling copy

**The Lawyer's Guide to Writing Well** Tom Goldstein, Jethro K. Lieberman, 2003-01-13 This eminently practical volume demystifies legal writing outlines the causes and consequences of bad writing and prescribes straightforward easy to apply remedies that will make your writing readable Complete with usage notes that address lawyers most common errors this well organized book is both an invaluable tool for practicing lawyers and a sensible grounding for law students This much revised second edition contains a set of editing exercises and a suggested revision key with explanations to test your skill This book is a definitive guide to becoming a better writer and a better lawyer

The Elements of Style William Strunk, E. B. White, 2018-09-06 The Elements of Style Strunk White is an American English writing style guide It is one of the most influential and best known prescriptive treatments of English grammar and usage in the United States This book aims to give in brief space the principal requirements of plain English style It aims to lighten the task of instructor and student by concentrating attention on a few essentials the rules of usage and principles of composition most commonly violated In accordance with this plan it lays down three rules for the use of the comma instead of a score or more and one for the use of the semicolon in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty Similarly it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application The book thus covers only a small portion of the field of English style The experience of its writer has been that once past the essentials students profit most by individual instruction based on the problems of their own work and that each instructor has his own body of theory which he may prefer to that offered by any textbook

**The New York Times Manual of Style and Usage** Allan M. Siegal, William G. Connolly, 1999 The guidelines to correct hyphenation punctuation capitalization and foreign and English spelling are crisp and compact created for instant reference in the rush of deadlines Rewritten for the first time in twenty three years and greatly expanded since the last edition the manual tackles issues that will follow writers into the new century how to respect the equality of the sexes without self conscious devices such as he or she how to choose thoughtfully between terms like African American and black Hispanic and Latino American Indian and Native American and how to translate the vocabulary of e mail and cyberspace for everyday readers and how to cope with the eccentric capitalization and punctuation of Internet company names and Web site addresses The authors also offer a thumbnail guide to newsroom ethics and standards in their entries on anonymous sources attribution fairness and obscenity And they seed the rules with wry humor For writers editors students researchers and all

who love language The New York Times Manual of Style and Usage is an entertaining tool as well as an essential reference

BOOK JACKET Title Summary field provided by Blackwell North America Inc All Rights Reserved      **A Manual of Style and Standards in Academic Writing, Editing and Publishing** Manzurul Islam,2015-12-30 This is a unique book covering topics of both academic and professional interest Be they new Teachers Researchers Authors Editors Copyeditors Graduate students or corporate executives and officials having anything to do with writing editing and publishing this Manual and Some Thoughts will be a trusted companion Starting from issues on Language and Style Citations and Referencing Editing Plagiarism etc the volume also encompasses Articles on publishing and book development proposals in South Asia and other non English speaking regions The book will be a handy guide in maintaining consistencies and acceptable standards The Manual is a concise compilation of Styles and Standards from various authentic sources in Part 1 as well as an analysis of the present status of publishing in Part 2 in Bangladesh and elsewhere A painstaking research based and brief but well illustrated Manual on Standards and a short but thought provoking work on publishing the book also suggests an academic Course on Publishing all for dissemination of knowledge and scholarship An academic an open learning proponent and a publishing professional of long standing the Author was a senior Faculty in universities and research organizations in Bangladesh and abroad A PhD in Communication with a Masters in English Manzurul Islam received advanced training in UK USA and Canada His recent engagements include Faculty Development and Quality Assurance programs through trainings in research and publication works      *The Architects Guide to Writing* Bill Schmalz,The Images Publishing Group,2014 There are a lot of good books available to help people write better They include dictionaries usage guides and various types of writers manuals and professional writers ought to have many of those books on their bookshelves But most architects and other design and construction professionals are not professional writers Instead they are people who spend a large part of their professional lives writing That s a big difference and that s where this book will help The Architect s Guide to Writing has been written not by an English major but by Bill Schmalz an architect who knows the kinds of documents his fellow professionals routinely have to write and understands the kinds of technical mistakes they often make in their writing This book is designed to meet the specific needs of design and construction professionals It s not going to waste their time with the things that most educated professionals know but it will help them with the things they don t know or are unsure of It s not a Chicago Manual sized encyclopaedic reference that includes everything any writer would ever need to know because architects don t need to know everything But what they do need to know and what they use every day in their professional lives has been assembled in this book      *The High School Student's Guide to Writing a Great Research Paper* Erika Eby,2013 Presents a guide to writing a research paper covering such topics as finding sources taking research notes creating an outline writing the first draft and completing the final version      **Philosophy Made Easy: The Ultimate Guide to Writing Philosophy Essays** Pasquale De Marco,2025-08-14 Philosophy Made Easy The Ultimate Guide to Writing

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*The International Student's Guide to Writing a Research Paper* Janine Carlock, Maeve Eberhardt, Jaime Horst, Peter Kolenich, 2017-06-13 The International Student s Guide to Writing a Research Paper is a reference text for undergraduate students and those in ESL or bridge courses who are writing a research paper for the first time This book is partly an update of *Writing a Research Paper* by Lionel Menasche 1998 and partly a companion to *The ESL Writer s Handbook* Each section of the book includes a discrete task called a Building Block which requires students to apply the skills learned toward the development of their own paper This step by step approach allows students to construct knowledge as they become more familiar with the process making writing a research paper a less intimidating task Special features This guide uses simple direct language for those for whom writing a research paper is new Most example writing is from international students in an ESL program or first year writing class including two sample papers one in APA and one in MLA A section on responding to instructor feedback to provide students with the tools to read and understand comments and use them to improve the first draft A subsection dedicated to constructing clear and cohesive paragraphs and sentences The guide includes citation and style examples in MLA 8th edition

*Guide to Writing Empirical Papers, Theses, and Dissertations* G. David Garson, 2001-11-21 Describes the quantitative research process framing analytical questions developing a comprehensive outline providing a roadmap for the reader and accessing indispensable computer and program tools Supplies end of chapter checklists extensive examples and biobibliographies

**The Broadview Guide to**

**Writing: A Handbook for Students - Sixth Edition** Corey Frost, Karen Weingarten, Doug Babington, Don LePan, Maureen Okun, 2017-05-30 Even the most useful reference guides are not always well shall we say riveting A refreshing exception is the new Broadview Guide to Writing which is smart helpful and even fun to read Gerald Graff and Cathy Birkenstein authors of They Say I Say The Moves That Matter in Academic Writing Key Features A coil bound reference text suitable for a range of introductory composition and writing courses Divided into three sections Writing Processes including Research Argumentation and Style Writing Mechanics Grammar Usage and Punctuation Writing Contexts Writing in different academic disciplines Forms and conventions and citation Comprehensive treatment of citation style guides with 2016 MLA style updates Expanded treatment of research methods argument structures and writing in the workplace A unique section on How to Be Good With Words issues of gender race class religion sexual orientation disability etc Expanded coverage for those whose native language is not English All new chapter on reading images Extensive companion website featuring interactive exercises Increasingly writing handbooks are seen as over produced and overpriced One stands out The Broadview Guide to Writing is published in an elegant but simple format and sells for roughly half the price of its fancier looking competitors That does not change with the new edition what does change and stay up to date is the content of the book The sixth edition brings a substantial re organization of the contents under three headings Writing Processes Writing Mechanics and Writing Contexts Coverage of APA Chicago and CSE styles of documentation has been substantially expanded and the MLA section has now been fully revised to take into account all the 2016 changes Also expanded is coverage of academic argument of writing and critical thinking of writing about literature of paragraphing of how to integrate quoted material into one's own work of balance and parallelism and of issues of gender race religion etc in writing The chapter Seeing and Meaning Reading and Writing About Visual Images is entirely new to the sixth edition

**Research Papers Decoded: Practical Guide for Writing Effective Academic Papers** Pasquale De Marco, 2025-03-03 Research Papers Decoded A Practical Guide for Writing Effective Academic Papers is the ultimate resource for students researchers and professionals seeking to master the art of research writing This comprehensive guide offers a step by step approach to crafting compelling and impactful research papers empowering you to excel in academic or professional settings With meticulous detail this guide demystifies the research process breaking it down into manageable steps and providing practical strategies for each phase From selecting a topic and formulating a research question to effectively presenting your findings you'll gain a thorough understanding of the entire research writing journey In today's digital age harnessing the power of online resources and databases is essential for successful research This guide recognizes this reality providing invaluable guidance on navigating the vast digital landscape and extracting the most relevant and credible information for your research Furthermore this guide emphasizes the utmost importance of academic integrity It offers practical strategies for avoiding plagiarism and maintaining the highest ethical standards throughout your research endeavors Recognizing the

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