



WHEN THE ROSE SPEAKS ITS NAME

A Sherlock Holmes Anthology

Style Guide

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This anthology uses British English as its primary language style. Exceptions will be made on a case-by-case basis at the discretion of the editorial team.

Contractions (including forms of address), Abbreviations, and Acronyms

Don't use full stops/periods after any abbreviations, contractions or acronyms and close up space between letters.

Contractions: Dr Mr

Abbreviations: ante meridiem= am post meridiem=pm

People's initials: Use a space to separate each initial. C S Lewis, J R R Tolkien, John H Watson

Capitalisation

General rule: Do not use a capital letter unless it is absolutely required.

Books/films/songs/games etc: Capitalise the first word of the title, and all words within the title except articles (a/an/the), prepositions (to/on/for etc) and conjunctions (but/and/or etc).

Commas

The serial or Oxford comma

In a list of three or more items, insert a comma before the 'and' or 'or'.
feminine, masculine, or neuter
red, white, and blue

Em dashes

Oxford style uses it as a parenthetical dash.

No space is required either side of the em rule.

There is nothing—absolutely nothing—half so much worth doing as simply messing about in boats.

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Numbers

Spell out whole-number words for one to ten; use figures for numbers above ten.

Use a combination of a figure and a word for very large round numbers (such as multiple millions/billions etc).

Punctuation

Use as little punctuation as necessary while retaining the meaning of the sentence.

Possession

Use 's after singular nouns, plural nouns which do not end in s, and indefinite pronouns.

Frank's book

anybody's guess

The children's play area is next to the men's toilet.

Use just ' after plural nouns ending in s.

Strong tea is sometimes called builders' tea.

but

Holmes's pipe

If a name already ends in s or z and would be difficult to pronounce if 's were added to the end, consider rearranging the sentence to avoid the difficulty.

In compound nouns and where multiple nouns are linked to make one concept, place the apostrophe at the end of the final part (and match it to that noun).

the Archbishop of Canterbury's tortoise

my mother-in-law's dog

his step-brothers' cars

Lee and Herring's Fist of Fun

Members of the peerage

When referring to people entitled to call themselves Sir/Dame/ Lord/Lady etc, make sure that you know the correct form of address for that individual. If in doubt, consult Debrett's for general advice and examples: www.debretts.com/formsaddress/titles.

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Spelling

British	American	Examples
-our	-or	colour/color
-ise	-ize	organise/organize
-yse	-yze	analyse/analyze
-re	-er	centre/center
-lling	-ling	travelling/traveling
-lled	-led	travelled/traveled
-ller	-ler	traveller/traveler

The following words are spelt differently in British English depending on whether they are nouns or verb.

UK Noun	UK Verb	US Noun	US Verb
defence	defend	defense	defend
licence	license	license	license
offence	offend	offense	offend
practice	practise	practise	practise
pretence	pretend	pretense	pretend

Dictionaries of choice:

Concise Oxford English Dictionary

Cambridge Dictionary (<https://dictionary.cambridge.org/us/>) which has a free online version.

This Style Guide is based on the University of Oxford Style Manual

(https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Style%20Guide.pdf)

