Author Name(s):

**Purpose/title of work:**

## Please HIGHLIGHT the option(s) below that you would like me to use when I edit your text. For clarity, you could also ~~cross out~~ the option you do **not** want me to use. **For example: UK (colour) / ~~US (color)~~**

## **General style**

**Spelling**

UK (colour) / US (color)

**Endings**

ize (theorize) / ise (theorise)

**Serial commas**

Yes (this, that, and the other) / No (this, that and the other)

**Quotation marks**

*For* ***direct quotes****:* single, double within (UK) (‘the “new” regime’) / double, single within (US) (“the ‘new’ regime”)

*For* ***TERMS to be defined*** */* ***IRONY****:* single (UK) / double (US) – *OR:* use italics for terms (APA)

**Punctuation**

outside quotation marks (‘it is a fresh start’.) / inside quotation marks (‘it is a fresh start.’)

**Acronyms**

unpointed (USA) / pointed (U.S.A.)

**Dashes**

spaced en dash (The essay – first published in 1960 – addresses this question.) / unspaced em dash (The essay—first published in 1960—addresses this question.)

**Numbers**

* spelled out to ten, Arabic thereafter (one to ten, 11–) / another system (please describe)
* maximum number spans (135–136) / minimum number spans (135–6)

**Data**

* singular (The data is/shows/indicates…)
* plural (The data are/show/indicate…)

**Dates**

19 June 1865 / June 19, 1865

**First letter after colons**

lowercase / capitalized

**Bulleted and numbered lists**

* Each line begins with a capital letter / lower-case letter
* Each line ends with a full stop / semi-colon / nothing
* Another system to be described by the author

**Figures and tables**

Should there be an in-text reference for every figure and table (see Figure 5.2)?

Yes / No

## **Referencing style**

**General style**

Harvard / Chicago / APA / MLA / Vancouver / Other

If you selected ‘Other’, please provide one example of each of the following, if used:

* In-text citation:
* Book:
* Chapter within a book:
* Journal article:
* Website:
* Others that feature significantly (e.g. blog post, newspaper article, manuscript, dissertation):

**Author initials**

* unpointed (MFK Fisher) / pointed (M.F.K. Fisher)
* unspaced (M.F.K. Fisher) / spaced (M. F. K. Fisher)

**Multiple works by same author in in-text citations**

listed chronologically [ascending – 2005; 2014; 2022] [descending – 2022; 2014; 2005] / listed alphabetically

## **Distinctive usage**

Please provide details below of any other general style points and an alphabetical list of any words whose usage or spelling is distinctive and should be retained: for example, capitalization (Indigenous Studies), hyphenation (African-American), italics or unusual abbreviations.