



Style Sheet

The main points of style to which we prefer our books to conform are outlined here. Please be consistent in your approach.

Typing the text

- The page should be A4 size.
- The text should be Garamond, 12 pt, line spacing of 1.15, justified.

Headings

- Chapter headings are usually in title case (Chapter 1: Layers of Belief and Belonging).
- Subheadings within the text should be in sentence case (except for proper nouns) (Early conservation and tourism or Results and discussion).
- Avoid using too many levels of subheadings in your writing. Usually, two levels of headings will be enough.
- Indicate the different levels with <a>, , <c>.

Quotations

- Please indent all quotations that are longer than 50 words, with space above and below the quote. Block quotes should not have quotation marks.
- Use single quotation marks for quoted material or direct speech. Use double quotation marks for interior quotations. Do not use special characters to create these – use the keyboard.
- The relative position of a closing quotation mark and punctuation is often a source of difficulty, but the ESI Press style may be summarised as follows:

- If a punctuation mark is part of the quotation, it should be placed inside the quotation mark, for example: She screamed a warning at him as he was about to cross the street, ‘Look out!’
- If the punctuation mark relates to the sentence rather than to the quotation, it should be placed outside the quotation mark, for example: How many people can say, ‘I really don’t care about the issue’?
- If the whole of a printed sentence is a quotation, the punctuation should be placed inside the closing quotation mark, for example: ‘To be or not to be, that is the question.’
- If only part of the printed sentence is quoted, the punctuation should be outside the closing quotation mark, for example: An example of an advertising slogan would be, ‘To sell or not to sell, that is the question’.

Punctuation

- Insert *one space* after all punctuation marks including full stops and colons.
- Leave *no spaces* before punctuation marks (for example, before a colon).
- Do not hyphenate words at the end of lines and make sure that any automatic hyphenating feature that your word-processing package might have is switched off.
- Add a space before and after the automatic ellipsis. For an ellipsis type: space, full stop, full stop, full stop, space, like this ... ESI Press prefers the use of the three-dot ellipsis in quoted material rather than the four-dot ellipsis.
- Do not use the ‘Oxford comma’, ie. A comma before ‘and’ in a list of three or more items, or ‘but’ in a list of three or more items (where the third is an exception to the previous in the list). See here: <https://www.grammarly.com/blog/what-is-the-oxford-comma-and-why-do-people-care-so-much-about-it/>
- For all page ranges please use an em-dash (–) not a hyphen (-): 175–210.

Signs and symbols

- When typing an en – dash, use the alternate key plus 0150. When typing an em — dash, use the alternate key plus 0151.
- When typing numbers, type 10 000 and not 10,000.

Spelling

- When it comes to spelling, the most important thing is to try to ensure consistency throughout your manuscript.
- ESI Press uses the endings -ise, -ising and -isation (and not -ize, -izing and -ization).
- Other common spellings that we use are centre, travelling, focussing, kilometre, program only for computer-related usage, and so on.
- We follow the latest edition of the *New Oxford Dictionary for Writers and Editors* for the latest spellings, particularly in terms of hyphenation, the naturalisation of foreign words and so on (with the exceptions of the -ize endings and co-operate/cooperation).
- The obvious exception to the above occurs in the case of quotations where the original spelling must be retained.
- Acronym-style abbreviations such as UNESCO and NATO should be typed in capitals, with no full stops, and should be written out in full when they first appear.
- Note that there are no full stops in the abbreviations US, SA, UN, EU, and so on.

Numbers – words or figures

- ESI Press follows the style that in ordinary text the following are spelled out:
 - whole numbers from one through to twenty
 - any of these whole numbers followed by million (that is, one million)
- For all other numbers, numerals are used.
- At the beginning of a sentence any number that would normally be set in numerals is spelled out, regardless of any inconsistencies that it might create.
- Numbers applying to the same category should be treated alike within the same context, whether in a paragraph or a series of paragraphs. If you must use numerals for one of the numbers in a given category, then use numerals for all. However, numbers in the same context but in different categories may be treated differently.

Spacing

- Note that initials of personal names should not be spaced, but there is a space between the initials and surname: A.B. Jones.

- There is a space after p. or pp. in page references. We also don't use 'Pp.' (capitalised) even if comes after a full stop.

Italics

- Foreign words and short phrases that have not been naturalised are put into italics.

Your manuscript may have special needs if you are constantly using key terms in a foreign language.

- The names of foreign institutions and organisations (for example, Centro di Studi Medieval) are in Roman but retain their original spelling.
- Most of the common Latin abbreviations are kept in Roman type (ad hoc., cf., et al., i.e., vice versa, viz.), but *c.* (= *circa*), and *sic* are italics. There should be no space after *c.* in *c.1822*.
- Use italics for published books, journals, films, plays and works of art.
- Poem titles should be in Roman in quotation marks unless the poem is of book length.
- Journal articles and chapter titles should be in Roman and quotes.
- Names of farms and famous buildings should be in Roman only.
- Italics are generally used for names of ships, names of radio and television programmes, titles of paintings and sculptures, titles of major musical works, genera, species and varieties.
- Italics are also often used to emphasise words in the text.

Columns and tables

- Please be consistent in the approach you use when formatting tables or columns, and never use the space bar to visually align text. Please keep the table as simple as possible (do not use any special formatting or spacing).
- Tables and boxes should be set within the text where you want them to appear. Please ensure that they are typed out in Word. (If you are using a table from a different source, please do not embed it in the document, please retype it in Word)
- Tables should have a heading above the table and must be numbered. Use sentence case for the heading. Please ensure that tables are numbered consecutively and reflect the chapter number and are referred to within the text as Table 2.3, etc.
- If the table has been sourced or adapted, please provide a reference underneath the table.

- Avoid using bullets in tables unless absolutely necessary.
- Avoid putting a single list of items in a table – use a list instead (can be bulleted or numbered).

For example:

Table 1.3: PEI Index, and lowest scores of indicators in each country

Heading	Heading	Heading	Heading	Heading
Text text text	Text text text	Text text text	Text text text	Text text text

Adapted from Norris and Gromping (2019: 16)

OR

Source: Norris and Gromping (2019: 16)

Vertical lists

- Vertical lists should be typed out in Word. Should the list be taken from a different source, acknowledgement should be given as follows:

Adapted from Norris and Gromping (2019: 16)

OR

Source: Norris and Gromping (2019: 16)

Photos and images

- Having high-quality images and photos is essential. Poor-quality images do not print well and cannot be stretched out of proportion.
- Where possible, photographs must be shot at maximum resolution (minimum 300dpi) and in the correct format to accommodate the book format (portrait or landscape).
- The headings/titles of figures/photographs should be underneath the table or figure and should be in sentence case (except for proper nouns). Figures should be numbered consecutively within each chapter, for example the first figure in chapter 2 will be figure 2.1 with 2.1, 2.2 being used in appendices. In the text refer to Figure 2.1, Figure 3.2, etc., as

opposed to its caption/title. You should also number the figures/images, and provide an in-text reference or credit where applicable. For example:

- Figure 1: Photograph showing the individual knots that make up the quilt. Photograph by Laura de Harde (2022).
- Figure 3.2: Map showing the landmarks in Pretoria. Archives of the Western Cape (2022).

Other

- Normally per cent (two words) should be spelled out in the text, although numerals are used to indicate the quantity (for example, 77 per cent). Depending on the style of the book, % is often used in tables.
- For dates use the form 9 February 1999 with no commas.
- Spell out nineteenth and twentieth century.
- Note that there is no apostrophe in plural forms such as MPs, 1960s, etc.
- Be consistent in your time notations. (For example, use a.m. and p.m., or the international notation of 08:15 or 08h15.)
- Please note it is preferable not to use *ibid.*, *op. cit.*, *ed. cit.* and *passim* as these are considered outdated.
- When citing page numbers or dates we would prefer you to use the full version. For example: 517–563 and not 517–63; or 1923–1945 and not 1923–45.
- Don't use abbreviations such as 'i.e.' and 'e.g.'. Rather write out 'that is' and 'for example'.

Documenting sources

Although any reasonable system of documentation can be followed as long as it is clear and consistent, ESI Press strongly prefers that authors use the author-date system of referencing.

In this system, the author and year of publication (and page number where necessary) are cited in the text, and the full documentation is given in a reference list (alphabetised by author surname) at the end of the book, or sometimes at the end of a chapter. If the documentation conventions of your particular discipline are different from the author-date system, please discuss this with your editor at an early stage.

All direct quotes must be referenced with a specific page number.

Form of in-text citation

- The author's surname, date of publication, and page reference (where necessary) are given in parentheses. There is no punctuation after the author's name, and a colon precedes the page number.

For example: This was the precipitating factor for the strike (Bloggs 1996: 103).

- If the author's name forms part of the sentence, it is not repeated in parentheses.

For example: Bloggs (1996) argues that this ...

- If the author has published two or more works in the same year, these are labelled as 1996a, 1996b, etc.

- If more than one of these works is included in the same text citation then they are separated by a comma.

(Bloggs 1993a, 1996b, 1998)

(Bloggs 1993a: 25, 1996b, 1998: 25)

- Several works by different authors are separated by a semi-colon.

(Bloggs 1998; Davis 1978)

- Use 'and', not '&', between the names of joint authors in parentheses and in running text.
- Use et al. (roman) for all in-text citations of works by *more* than three authors.
- If there are two groups of authors that can be abbreviated to, for example, Bloggs et al. distinguish between them by including a short title of the relevant work.
- Where several references are cited together in the text, we suggest that you consistently place them in either alphabetical or chronological order, unless an order of importance has been taken into account.

- When the reference is to both volume and page of the author's work, follow this style:

(Bloggs 1996: vol. 3, 29)

- A reference to a volume only should be styled this way:

(Bloggs 1996: vol. 3)

- A name of a group or organisation may serve as an author's name.
- Include the author's initials in the text citation where there are sources by two authors with the same surname.

(A.B. Bloggs 1992)

Reference list

- Alphabetise the list of references by author's surname, and initials.
- All author surnames and names/initials must be included in the full reference, regardless of the number of authors. Do not use et al. in the reference list.
- References with multiple co-authors must have the authors' names in the same order that they appear in the source.
- If the name of the author is not available, use the organisation, company or website name as a corporate author.
- Works by a single author are listed chronologically before those he or she wrote in collaboration with others. Joint works are arranged alphabetically by second author.
- If you are using a 1991 edition of a 1923 work, you should have the author, original date in square brackets and then the present date.

For example: Bloggs, J. [1923] 1991.

- The 3-em dash (— — —) replaces the name of the author for successive works by the same person.

For example:

Bloggs, A.B. 1996.

— — —. 1997.

- For two or more works by the same author published in the same year, alphabetise the entries by title. Add the letters a, b, and so on immediately after the date,

For example:

Bloggs, A.B. 1988a.

Bloggs, A.B. 1988b.

- Alphabetise titles on the first significant word, disregarding the articles 'a', 'an' and 'the'.
- Never use a country as place of publication – cities only.

- Titles of all books and articles are in Sentence case. Journal names are in Title Case.

For example:

Bloggs, A.B. 1988. *Why do we do what we do?* London: Oxford University Press.

Happy, M.E. 2024. All suffering is a lie. *Life Stories*, 24(1): 12-14.

Reference list formats for different types of publications

Books

- **Books with a single author**

Surname, Initials. Year of publication. *Title*. Place of publication: Publisher.

Brandt, D. 2004. *Literacy in American lives*. Cambridge: Cambridge University Press.

Thotse, M. 2023. *The public art of commemorating the wars of resistance: A brief Limpopo chapter*. Pretoria: ESI Press.

- **Books with multiple authors**

Surname, Initials., Surname, Initials. and Surname, Initials. Year of publication. *Title*.
Place of publication: Publisher.

Brandt, D., Samuels, K. and Johnson, T.K. 2012. *Silly in sunshine*. Oxford: Oxford University Press.

- **Books with a single editor**

Surname, Initials. (ed). Year of publication. *Title*. Place of publication: Publisher

Keene, E. (ed). 1988. *Natural language*. Cambridge: Cambridge University Press.

- **Books with multiple editors**

Surname, Initials., Surname, Initials., and Surname, Initials. (eds). Year of publication.
Title. Number of edition (when applicable – note superscript). Place of publication:
Publisher.

Rivkin, J. and Ryan, M. (eds). 2004. *An anthology of literary theory*. 2nd ed. Maiden, MA: Blackwell.

Zondi, N., Mkhize, G., Zungu, E.B., Kumalo, S.H. and Reddy, V. 2023. *Thetha Sizwe: Contemporary South African debates on African languages and the politics of gender and sexualities*. Pretoria: ESI Press.

- **Chapter in a book**

Surname, Initials. (of chapter author) Year of publication. Chapter title. In: *Book title* (of book) edited by Initials. Surname. Place of publication: Publisher. Page range of chapter.

Marlowe, R.D. and Epstein, J. 1989. The way we were. In: *A history of Jacksonville*, edited by A.J. Brown. New York: Harper Collins. pp. 15-30.

Journal articles

- **Hardcopy journal article**

Surname, Initials. Date of publication. Article title (in sentence case, not italicised). *Journal title* (in title case, italicised), Volume(Issue): page range.

Zucker, T. 1992. The finer points of English usage. *Linguistic Inquiry*, 5(1): 197–209.

- **Online journal article**

When it has a DOI

Surname, Initials. Date of publication. Article title (in Sentence case, not italicised). *Journal title* (in Title Case, italicised), Volume(Issue): page range. DOI URL (use full url, not the DOI: or doi: format)

Salemi, M.K. 2020. Teaching economic literacy: Why, what and how. *International Review of Economics Education*, 4(2): 46–57. <https://doi.org/10.3857/0000136-251>.

OR

When it does not have a DOI

Surname, Initials. Date of publication. Article title (in Sentence case, not italicised). *Journal Title* (in Title Case, italicised), Volume(Issue): page range. [Online]. Available at:

URL of the article [Accessed on the date you accessed/downloaded the article]

Salemi, M.K. 2020. Teaching economic literacy: Why, what and how. *International Review of Economics Education*, 4(2): 46–57. [Online]. Available at: <https://www.economicsnetwork.ac.uk/iree/v4n2/salemi.htm> [Accessed on 20 June 2017].

Online sources

- Conference proceedings published online

Surname, Initials. Year. Paper title (in Sentence case, unitalicised). *Conference name in Title Case, italics*. Date of conference. Location of conference. Conference organiser. [Online]. Available at: URL [Accessed on date you accessed the website].

Clark, A. and Sillence, M. 2022. EDI Conference - Day 1 Abstracts. *Equality, Diversity and Inclusion Conference 2022: Inclusive Institutions in Action*. 16 March 2022 – 17 March 2022. Manchester. Advance HE. p. 8. [Online]. Available at: <https://www.advance-he.ac.uk/programmes-events/conferences/equality-diversity-and-inclusion-conference-2022#ConferenceAbstracts> [Accessed on 8 February 2023].

Note: Sometimes the proceedings are published as a stand-alone *publication with editors*. In that case, format the reference as you would a chapter in a book, naming the editors, followed by the conference name and details.

Authorship or source. Year last updated. *Title of website or page*. [Online]. Available at: Website URL [Accessed on date you accessed the website].

United Nations Department of Public Information. 2001. *At the crossroads of gender and racial discrimination*. [Online]. Available at: <http://www.un.org/ucar/e-kit/gender.htm> [Accessed on 29 July 2022].

- Newspaper/Magazine articles

Surname, Initials. Year. Article title (Sentence case, unitalicised). *Newspaper/Magazine Title* (in Title Case, italics). Date. [Online]. Available at: URL [Accessed on date you accessed the website].

Rosen, M. 2021. Dear Gavin Williamson, could you tell parents what a fronted adverbial is? *The Guardian*. 23 January 2023. [Online]. Available at: <https://www.theguardian.com/education/2021/jan/23/dear-gavin-williamson-could-you-tell-parents-what-a-fronted-adverbial-is> [Accessed on 29 July 2022].

- **YouTube/other video/podcast**

Authorship or source. Year last updated. *Title of video or podcast*. YouTube video/Video/ Podcast. Available at: Website URL. [Accessed on date you accessed the website].

Roberts, A. 2013. *Leadership is... distributed*. YouTube video. Available at: <https://www.youtube.com/watch?v=J5F0MnrDspY> [Accessed on 11 August 2022].

- **Ted Talks**

Presenter's surname, Initials. Year. Video title in italics. TED Conferences. Available at: URL [Accessed on date you accessed the website].

Robinson, K. 2006. *Do schools kill creativity?* TED Conferences. Available at: https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?utm_campaign=tedspread&utm_medium=referral&utm_source=tedcomshare [Accessed on 11 August 2022].

- **Blogs/Vlogs**

Surname, Initial. Year site published/updated. Title of blog/vlog/message in Sentence case, *Title of Internet Site in Italics, Title Case*, day and month of posted blog/vlog/message. Available at: URL [Accessed on date you accessed the website].

Walker, A. 2017. World Mental Health Day 2017: A preventative agenda for mental wellbeing, *Huffington Post UK*, 10 October. Available at: http://www.huffingtonpost.co.uk/angus-walker1/world-mental-health-day_b_18204824.html [Accessed on 12 October 2017].

Unpublished material

- **Theses/dissertations**

Surname, Initials. Year. Title of document. Type of document. Organisation. Place.

Jones, K. 1989. *The veld and flora of the Free State*. MA dissertation. Department of Agriculture, University of Natal. Pietermaritzburg.

Carbonatto, C.L. 2007. Interview with the senior lecturer at the University of Pretoria, Pretoria, 28 August. In: *A training programme in the DSM system for social workers*, by C.J. Olckers. 2013. PhD thesis, The University of Pretoria, Pretoria.

- **Papers (conferences etc.)**

King, R. 2002. *Making the right deals: The South African landless movement*. Paper prepared for the Pan African Programme on Land and Resource Rights, Nairobi, Kenya, 18–20 November.

Archived material

- Name of the Archives Depot (Abbreviation for future use), Name of Collection (if applicable), Name of document (if the document has a name, like a report. This can be a letter reference: B. Jones to F. Smith, Date (if known/applicable) / page number (if applicable)

Transvaal Archives Depot (TAB), Archives of the Governor-General (GOV) 1143, Correspondence file 25/8/1908, Chairman's speech at Annual Meeting of the Council of Education, Witwatersrand, April 1908, pp. 1–2.

This can be shortened in subsequent references to:

TAB, GOV 1148, Correspondence file 25/8/1908, Chairman's speech at Annual Meeting of the Council of Education, p. 2.

TAB, Transvaal Education Department (TOD) 58, File 761, Organisation of Higher Education in the Transvaal, W.F. Savage to the Secretary of the Transvaal University College, 31 January 1908.

Endnotes

In some types of books, endnotes (either at the end of each chapter or grouped at the end of the book) are conventional, and ESI Press almost always prefers them to footnotes. Keep notes as brief as possible.

This style guide should be used in the context of the manuscript. Should you have any queries, please contact your managing editor.

Consistency is key!