

## Writing for the Geographical Association

### Manuscript presentation and GA house style

#### Text

Please supply your manuscript electronically as a Word document. Where necessary, you should include a contents page and any front matter (introduction, preface, acknowledgements, etc.) and end matter (bibliography, appendices, etc.).

Our publications usually call for reasonably short sentences and paragraphs, and a clear, friendly approach. Please also ensure that all text and illustrations provided are non-racist and non-sexist. Our house style is detailed below.

Different weights of heading should be clearly distinguished, using the highest weight (Ch) for a chapter heading and a maximum of three weights (A to C) for headings and sub-headings.

#### Illustrations

All illustrations should be supplied as high-resolution files in useable format (jpeg, tiff, eps or pdf) with captions and all relevant credits. Please indicate where you wish them to appear in the text. If it has been agreed that you should supply roughs for a graphic artist to produce finished artwork, these should be as clear as possible. All maps should carry a scale and north point.

#### Photographs

Photographs should be sharp with high contrast, and supplied as high-resolution jpeg files. You must supply each source to be credited. For any non-agency photographs featuring pupils, you must have written permission from a parent/carer for each pupil. For any photograph for which you are not the copyright holder, written permission must be sought. Any permission occurring a charge must be arranged by a member of the GA Publications Team. For any images not meeting the required standard of clarity, quality and resolution, or for which permission is not possible, editorial staff will source adequate replacements. If you are in doubt about the quality of photographs, check with the GA editorial staff. Advice about taking and sourcing photographs for publication is available at [www.geography.org.uk/download/GA\\_Conf07Ledgard.pdf](http://www.geography.org.uk/download/GA_Conf07Ledgard.pdf).

#### Copyright

The GA cannot publish any material for which someone else holds the copyright without their express permission. When you are selecting material for use, make a careful note of the following information to enable permission to be sought:

- title of publication
- date of publication
- ISBN
- author
- publisher including address
- details of page, chapter, length of section to be used.

As a general rule quotes up to 100 words can be used without permission. All photographs, maps, diagrams and newspaper extracts will need copyright permission. If a fee is payable for a permission, this must be agreed with and arranged through the GA.

#### House style

The GA has specific house style standards which are applied to all publications. If you are uncertain about any aspect, which is not covered below, consistency is always best.

##### *Referring to young people*

Please ensure that, if your text refers to children in a school or education-based setting, you use pupils for those in primary education and students for those in secondary or further education. Outside the educational setting, use children (primary aged and under) and young people (secondary or post-16 aged).

### Spelling

Please use English, rather than American, spelling:

- 'ise' not 'ize' (e.g. specialise)
- among, while (not amongst, whilst)
- acknowledgement, judgement (not acknowledgment, judgment)
- connection (not connexion)
- despatch, enquiry (not dispatch, inquiry)

Please mark any unusual spellings that you want to retain, and do not alter spellings in quoted matter.

### Punctuation

The most important things about punctuation are (a) to make the sense clear to the reader, and (b) to be consistent.

Use **full points** after abbreviations but not after contractions (a contraction is where the final letter of the shortened form is the final letter of the original word). Some common contractions are Mr, Mrs, Dr, St, Ltd; some common abbreviations are e.g., etc., Co. Some exceptions to this rule include AD, BC (see also Measurements below) and abbreviations such as BBC, NATO, MP.

No **apostrophe** in plane, phone. Watch out for wrong use of apostrophe: Its own, not It's. Avoid familiar contractions - shan't, won't, she's - except as part of dialogue.

Use **single quotation marks** for a first quotation, **double quotation marks** for a quotation within a quotation.

When **listing** items within a sentence, omit final comma in lists of three or more items: 'red, white and blue'. **Bullet lists** are commonly used to indicate points with no clear rank order: punctuating these, or not, is a matter of style, but whatever you decide you should do it consistently.

If what you send us is not consistent, our house style is:

- to introduce the list with a colon
- start each point with a lower case letter
- no punctuation at the end of a point
- use a full stop after the last point.

Use **hyphens** sparingly, and be consistent in their use. Watch out for:

- England in the nineteenth century (but nineteenth-century England)
- A man who is well known (but a well-known man).

Keep **initial capitals**, which break up the flow of the reading, to a minimum, and use them consistently. Use initial capitals for:

- the National Curriculum
- a specific government, Prime Minister
- Parliament, Commons, Lords and House to avoid ambiguity
- names of religions
- Church (when referring to religion rather than the building)
- names of periods - Carboniferous, Iron Age etc.
- North/South etc. when part of a title of an area/political division, e.g. South Africa, Western Australia.

Do not use initial capitals for:

- non-specifics, e.g. capitalism, general election, the government, a school curriculum, northwest.

Use **italic** for:

- titles of books except the Bible, books of the Bible and the Koran
- titles of plays, films, radio and television programmes, computer programs, paintings and sculptures
- names of ships, but not the prefix 'HMS', e.g. HMS Victory
- foreign words and phrases, e.g. et al or ad infinitum but not those which are accepted into the English language, e.g. etcetera.
- titles of newspapers, but not the definite article, e.g. the Sun. The only exceptions to this are The Times and The Sunday Times.

Do not use italic for:

- names of theatres, pubs etc.
- titles of chapters, articles or poems (use single quotation marks)
- the possessive 's' following an italicised word, e.g. Discovery's port.

#### *Numbers, dates and measurements*

Use numeric figures for:

- a sequence of quantities when using units of measurement.

Do not use numeric figures for:

- separate objects which are not units of measurement, e.g. animals.
- numbers under 10 in descriptive matter.

Use:

minimum numbering for eras, e.g. 1961-7, 2009-12

First World War, not World War 1

standard measurement abbreviations, with no full point

Do not:

use punctuation in dates, e.g. 21 April 1995

use an apostrophe in decades, e.g. 1920s

pluralise measurement abbreviations, e.g. 10cm, not 10cms

#### *References*

All references should be listed at the end of the manuscript, using the Harvard system.

For **books**:

- author(s)/Editor(s) surname, initial(s).
- If Editor(s), follow with (ed)/(eds)
- year of publication, enclosed in parentheses
- title of book in italic followed by full point
- town where publisher is based followed by colon
- publisher followed by full point.

Example: Weldon, M. (1997) *Studying Distant Places*. Sheffield: Geographical Association.

For **part of an edited book**:

- author(s) of part
- year of publication, as above
- title of part, in single quotation marks, followed by 'in'
- name of editor(s), followed by (ed)/(eds)
- title of book
- town where publisher based followed by colon and publisher.

Example: Gunn, J. (1985) 'Pennine karst areas and their Quaternary history' in Johnson, R.H. (ed) *The Geomorphology of North West England*. Manchester: Manchester University Press.

For **articles from journals or magazines**:

- author(s)
- year of publication as above
- title of article in single quotation marks followed by a comma
- name of journal in italic
- volume number and issue number followed by page number(s), using 'p. ' for single page and 'pp. ' for multiple pages.

Example: Broadway, M. (1997) 'Alberta Bound: Canada's Beef Industry', *Geography*, 82(4), pp. 377-9.

For references within the text, where the author's name is included in the sentence, use the surname only, followed by the date of the publication in parentheses: Example: Cook (1983) suggests an alternative.

Where the text is attributed to, or quoted from a reference, enclose the surname followed by a comma and the date in parentheses: Example: 'ICT can be a... stimulus for question raising', (Pickford, 1999).

For **references to an item online**:

- author(s)
- year of publication as above
- title of online item italics followed by a full point
- available at:
- unitalicised URL followed by no punctuation
- (last accessed [date as dd/mm/yyyy]).

If you have a very extensive list of online references, delete (last accessed from all same-date entries and use a sentence at the end stating:

Unless otherwise specified, all URLs last accessed dd/mm/yyyy.