

Sophia style guide

The aim of the styles used for *Sophia* is to maximise readability while at the same time catering for the inclusion of academic content. The 'feel' of articles should be like those you read in a newspaper or magazine, not an academic journal. While longer articles may include lists of key references at the end, the use of citations or footnotes throughout the article is discouraged. If citing other authors at all, the full name should be used and a few words describing their background is appropriate.

Sophia follows the *Guardian* style guide in general, which can be downloaded from www.guardian.co.uk/styleguide. Below are listed our conventions for a number of common issues. Note that some of these differ from the *Guardian* house style.

Articles may be submitted in any typeface and format but minimal formatting is preferred.

Dates:

July 21 2008 (no commas, MONTH DAY YEAR)
The 21st century (no hyphen)
A 19th-century painter (with hyphen)
Use CE, BCE and not AD, BC:
456 CE (with space)
2000 BCE, the fourth century BCE
The 1800s, the 50s (no apostrophes)

Names:

JG Ballard, Franklin D Roosevelt (no stops if using initials)
Dr Jane Smith (first mention), Smith (subsequently)
Prof. Bill Jones (first mention, with stop), Jones (subsequently)
Mr, Mrs, Ms — only when distinguishing people with same surname.

References:

Included at the end. If referred to in the article, the reference should be in full, not simply given a number.
e.g. "The American author John Doe argues in his recent book (see further reading) that ...", rather than "as Doe argues [2] ..."
End references: initials or full names are acceptable.
Book:
Richard Dawkins, 'The God Delusion'
Article in journal:
FHC Crick & JD Watson, 'The Complementary Structure of Deoxyribonucleic Acid', *Proceedings of the Royal Society of London*, 1954
Article in newspaper:
K Abdullah, 'Degrees of Religion', *Guardian*, July 7 2008
References ordered by last name of first author. Web references should be listed separately.

Titles of books etc.:

Single quotes for books with initial caps for the main words:
I like 'A Tale of Two Cities', but my favourite book is 'All Quiet on the Western Front'.
Italic for newspapers:
An article in the *Guardian* this week.
Initial caps for radio shows or stations:
He recently appeared on Gardeners' Question Time.
She was interviewed on BBC Radio 4.
Italic for journals:
Their article, published in *Nature* this week.
Use full titles: *Proceedings of the National Academy of Sciences*, rather than *Proc. Natl Acad. Sci.*
Single quotes with initial caps for article titles:
Dr Jones's opinion piece, 'Why the Olympics is a Waste of Time', featured in *The Economist* last month.
Italics for works of art:
Picasso's *Guernica*

Abbreviations:

Caps with no stops for acronyms: BSE, HIV, CIA, FBI.
Initial cap for acronyms pronounced as a word: Aids, Defra, Nasa.
No stops in units: cm, mm, kg, MB, in. Prefer metric but use imperial (or other) if appropriate to context (arks may be measured in cubits and not metres).
Stop if the word is broken before the end but none if not:
Dr (doctor), Prof. (Professor), Gower St. (Street), St John (Saint)

Latin and other languages:

Italic only for more obscure phrases: *in partibus infidelium*.
Roman for common latin phrases: in vitro, ad nauseam, a priori, non sequitur.
Roman with stops for abbreviations: e.g., i.e., N.B., a.m., p.m., et al., etc., p.a.
Italic for binomial nomenclature: *Escherichia coli* (first mention), *E. coli* (subsequently).
Italic for foreign words not in common English usage.

Finally, a number of spellings/usages which differ from the *Guardian*: data (use as a plural: 'these data show ...'), fetus (not foetus), aeroplane (not airplane).