

HEADPRESS HOUSE STYLE

Spelling

British spelling

Quotations marks

Use double outer and single inner quotation marks.

For quote marks for an ironically used word, use single quotes.

Punctuation and Quotations

- i) Full stops and commas inside quotation.
e.g. **The airline clerk said, “He’s on that plane.”**

Numerical style

- Dates written as **November 4, 2002**; or **June 1999**
- One *to* ninety nine: spell out numbers. e.g. **he had seventy nine records**
- 100 and above: use digits. e.g. **he had 120 records**
- **1980s** (no apostrophe)
- **mid eighties, late eighties, early eighties** (no hyphen)
- **1hr 30 mins / 2m 3s**
- **eighteenth century** NOT 18th century
- **£2.5 million**
- comma used for numbers in the thousands e.g. 1,000 / 10,000 / 100,000

Titles

Books, films, record albums, stage shows, TV shows: *Italics* (*Catch 22*, *A Clockwork Orange*)

Song names: Title Case (The Man Who Fell To Earth, (And Marie’s The Name Of) His Latest Flame

Articles from magazines, etc: Quotation marks (“Mods and Rockers on Brighton Beach Fiasco”)

Editorial Query

If you have any editorial query with regard to the content of the text, please highlight it thus.

ENDS