

HOUSE STYLE



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1. PRESENTATION OF MANUSCRIPTS

Please submit your manuscript on a CD or as an email attachment to jo@currach.ie. You may need to submit a printout or even a marked-up printout if the layout of your book is complicated, for instance if it contains graphs or tables or if there are several levels of headings.

Please do not:

use double spaces after full stops; use the return key at the ends of lines, except when you intend to start a new paragraph; use capitals or bold for titles, sub-titles or words to be emphasised; leave an extra line space between paragraphs (use one carriage return only).

2. CAPITAL LETTERS

Modern usage is not to capitalise words such as nationalist, summer, east, government, civil service.

In general, use capital letters:

- a) for proper names.
- b) for full titles, e.g. Cardinal Archbishop of Armagh, Prime Minister Browne, President Obama, but use lower case when these words are used in a general sense, e.g. In Ireland a new president is elected every seven years.
- c) for terms such as Catholic, Protestant, Christian, Jewish, Presbyterian, Anglican, Baptist, whether as nouns or as adjectives referring to religious denominations.
- d) for specific geographic locations, e.g. the Wicklow Mountains, the River Shannon, County Kerry
- e) for specific historical events of significance, e.g. the Reformation, the Second World War (do not use the form World War I/II), the 1916 Rising, the French Revolution

3. QUOTATIONS

We use single quotation marks (double within single).

Keep short quotations within the text and enclose in single quotation marks. Enclose quotations within quotations in double quotation marks.

Separate longer quotations from the main text by an extra line above and below. (They will also be indented when typeset.) In this case, do not use quotation marks. Use single quotation marks for quotes within quotes in this style.

4. NUMERALS

Spell out numerals up to one hundred in full, except where they are dates.

Fractions should also be spelled out: two-thirds, one-eighth

Our preferred form for percentages is this: 35 per cent (except in tables)

5. DATES

Use: 27 August 2002. Remember also it should be 1960s, not 1960's.

Do not use superscript for 'th' in centuries although your word processor may want to: '19th century' is the preferred form.

6. ABBREVIATIONS

Do not punctuate acronyms such as SIPTU, RTÉ, USA, NAMA. Punctuate but do not space initials: W.B.Yeats, T.K. Whitaker

Do not punctuate contractions such as St (Saint) or Dr. We spell out words like (Liffey) Street or County (Cork).

7. SPELLING

Use -ise instead of -ize in words such as realise.

Use enquiry rather than inquiry, judgement rather than judgment and acknowledgement rather than acknowledgment. This will often mean over-riding your word processor's spellcheck (which you should always apply before submitting a manuscript).

8. PUNCTUATION

(a) The modern trend is for the minimum number of commas needed for clarity and readability. It is perfectly acceptable to use both colons and semi-colons if you know how to use them.

(b) When using inverted commas, the full point should come outside the closing inverted comma except where a full sentence is contained between the inverted commas, for example: They spoke of youth and its 'long long thoughts'. But: 'There's no fool like an old fool.' (Note that American usage is different in this area.)

(c) It has become standard not to punctuate addresses with full stops or commas.

9. POSSESSIVE APOSTROPHES

Use an 's' even when the name ends in 's', e.g. Yeats's house. The exceptions are Moses and Jesus.

10. HYPHENATION

Use hyphenation as required for clarity and readability. A good spelling dictionary such as the *Oxford Spelling Dictionary* will provide guidance on this and on matters to do with variant spelling and capitalisation.

11. CORRECTIONS OF PROOFS

'Standard' proofing marks are readily available for download on the Internet if you wish to use them. You may, however, mark your proofs (in hard copy) in any legible way. The governing principle is that every change you wish to make should be clearly understandable to the person applying the corrections.

FINALLY

The most important thing is to be consistent in the use of capital letters, the presentation of quotations, in spelling and in punctuation.

Please be sure to ask us if you have any technical queries or problems with style. Get in touch with Currach Press publisher Jo O'Donoghue: jo@currach.ie.