

# Introduction

The Oxford University Style Guide aims to provide a guide to writing and formatting documents written by staff on behalf of the University (or one of its constituent departments etc). It is part of the University's branding toolkit ([www.ox.ac.uk/branding\\_toolkit](http://www.ox.ac.uk/branding_toolkit)) which enables the University's formal documentation to be presented consistently across all communications.

The style guide is not intended for public or external use, and does not purport to compete with OUP's professional writing guides and dictionaries.

## Objectives of the style guide

We have three main objectives in writing this style guide:

- to provide an all-purpose guide to consistent presentation for University staff in written communications;
- to review the guide at least once a year, ensuring that it properly reflects modern usage and is fit for purpose, and to update it as required;
- as part of the review process, to invite proposals from members of the University who disagree with any existing guidance, and to act as an arbiter on those cases.

## How the guide is arranged

The style guide is intended to be read as an interactive PDF, where it can be cross-referenced. However, the PDF can be printed if preferred for ease of reference.

If we update the style guide we will highlight on the main webpage ([www.ox.ac.uk/styleguide](http://www.ox.ac.uk/styleguide)) whether anything has changed as well as changing the term listed on the front cover.

## How to use the guide

- search for a specific term (such as **semicolon**)
- browse through a section (such as **Punctuation**)

## What is/is not included in the style guide

The guide does not tell you how to write. We aim to help you write correctly, and to encourage consistency across the University's written communications.

## Quick reference guide

### The general rule

If there are multiple (correct) ways of doing something, choose the one which uses the least space and the least ink. For instance:

- close up spaces and don't use full stops in abbreviations (eg *figs*)
- use lower case wherever possible
- only write out numbers up to ten and use figures for 11 onwards.

### University of Oxford or Oxford University?

These terms are interchangeable and can either be alternated for variety or kept the same for consistency.

### University branding information

Other information on University branding, including the use of the logo, can be found online at [www.ox.ac.uk/branding\\_toolkit](http://www.ox.ac.uk/branding_toolkit)

## Queries

If you have any queries about using this guide, please contact:

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# Oxford Style Guide

**Lawrence H. Freeman**



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*New Hart's Rules* Anne Waddingham, 2014 *New Hart's Rules* is a brand new text that brings the principles of the old text first printed in 1893 into the 21st century providing answers to questions of editorial style for a new generation of professionals

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New Oxford Style Manual Oxford University Press, 2012-08-16 Combining *New Hart's Rules* and the *New Oxford Dictionary for Writers and Editors* in a single volume the *New Oxford Style Manual* provides all the information necessary to write and prepare copy for general publication as well as 25 000 A Z entries It is the ultimate handbook for all writers and editors and anyone who works with words

**New Hart's Rules (US)**, 2005

**The Oxford Style Manual** Robert M. Ritter, Book Club Associates, 2002

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Cutts,2020-02-27 Plain English is the art of writing clearly concisely and in a way that precisely communicates your message to your intended audience This book offers expert advice to help writers of all abilities improve their written English With 30 chapters each centred around a practical guideline its coverage is extensive including lessons on vocabulary punctuation grammar layout proofreading and organization There are also hundreds of real examples to show how it s done with handy before and after versions All this is presented in a straightforward and engaging way This new edition has been fully revised reorganized and updated to make its content even more accessible There are new chapters discussing customer service writing and common blunders in the workplace while other sections have been amended to update examples and provide easier routes through the book The chapter on sexism in particular has been heavily expanded to advise on the use of inclusive language in general A new appendix has also been added summarising the history of plain English from Chaucer to the present day *The Copyeditor's Handbook* Amy Einsohn,Marilyn Schwartz,2019-05-14 Unstuffy hip and often funny The Copyeditor s Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn t make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today s publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online

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