

KNOWLEDGE RESOURCES

MANUAL OF STYLE

- * Indicates a recommendation by the compiler of this manual of style. The final decision as regards the aspect concerned will lie with Knowledge Resources.

ABBREVIATIONS

- 1 For a detailed exposition of this subject, see the attached annexure A. [NOTE TO KNOWLEDGE RESOURCES: This annexure is in hard-copy format and will be provided under separate cover. The complete annexure comprises about three pages.]

APOSTROPHE

- 1 In the case of dates, write as follows: 1950s; 1970s; the 60s (not 1950's; 1970's; the 60's).
- 2 Also: MPs (not MP's).
- 3 With the possessive: the child's friends; the children's books; the princess's duties. But Jesus' teachings; Moses' followers; for convenience' sake; for appearance' sake.

BIBLIOGRAPHY

- 1 For a detailed exposition of this subject, see the attached annexure B. [NOTE TO KNOWLEDGE RESOURCES: This annexure is in hard-copy format and will be provided under separate cover. The complete annexure comprises about twenty-four pages. The reference system in this annexure is the Modified Harvard System]

CAPITALISATION

- 1 The decision whether to follow an "up style" (ie to use capitals) or a "down style" (ie to use capitals only where absolutely necessary) is one that has been much debated. However, Knowledge Resources recommends that capitals be used only where absolutely necessary.
- 2 The most important rule in regard to those cases where either a capital or a lower-case letter can be used, is to be consistent. For example, do not write "the principal of the New-Age University" and then later revert to "the Principal of the New-Age University".
- 3 For clarity as regards capitalisation, consult the recommended dictionary and the attached annexure C. [NOTE TO KNOWLEDGE RESOURCES: This annexure is in hard-copy format and will be provided under separate cover. The complete annexure comprises about three pages.]

DATES

- 1 When referring to a particular century, write out. For example: "During the twentieth century" (not "During the 20th century). Also use a hyphen when the century is used adjectively, for instance: twentieth-century work of art.
- 2 A date containing the day, month and year is written as follows: 4 April 2005. In tabular matter, this can be written as: 04/04/2005.

DICTIONARY

- 1 To ensure consistency with regard to spelling, hyphenation, etcetera, the following dictionary should be used: *Collins dictionary of the English language**.

FIGURES, TABLES, DIAGRAMS, GRAPHS, MAPS, etcetera

- 1 Labels for figures, tables, diagrams, graphs, maps, etcetera should be in 11 point, italics*: For example: *Table 1: Statistics in respect of adolescent crime in the United Kingdom.*
- 2 Each group (for example tables) is numbered sequentially per chapter from 1 upwards (eg *Table 1;* *Table 2;* *Table 3;* etc.). In the next chapter, start at table 1 again.

FONT

- 1 A uniform font must be used throughout the manuscript. In the case of manuscripts submitted for publication by Knowledge Resources, the font to be used for all text in the manuscript (ie table of contents, footnotes, end notes, bibliographies, glossaries, chapter headings, headings and subheadings within chapters, labels for diagrams, figures, tables, etc, and the main text) is Arial*.

FOOTNOTES/END NOTES

- 1 The preferred system used by Knowledge Resources is the end note system, with the end notes appearing at the end of a chapter just before the bibliography.
- 2 The end notes contain only text which amplifies the main text, that is, books, journals, conference papers, etcetera, are not referred to in the end notes.
- 3 References in the text are cited as follows (according to the Modified Harvard System set out under "Bibliography" above): Adams (2005:31). The complete details (surname and initials of author, date of publication, edition, title of work, place of publication, publisher, etcetera) are then listed in the bibliography under "Adams".

HEADINGS AND SUBHEADINGS IN CHAPTERS

- 1 Refer to "Point size" below.

HYPHENATION

- 1 For the hyphenation of words, consult the recommended dictionary.
- 2 Two general rules should however be followed with regard to hyphenation:
 - (a) Use a hyphen when it is necessary to avoid ambiguity, for example: a fast sailing ship/a fast-sailing ship; an outstanding rent collector/an outstanding-rent collector.
 - (b) Ensure consistency with regard to the use of hyphens. For example, do not use foster-care grant in one instance and then foster care grant in another instance.
- 3 Words such as cooperate and coordinate should be written without the hyphen.

- 4 Words with the prefix non should be written without a hyphen, for example: nonmaterial; nonrural; nongovernmental; etcetera. However, where non is followed by an n, the word is hyphenated, for example: non-negotiable; non-native.
- 5 The prefixes pre and post do not take a hyphen, for example: prehuman; preform; preengage; postseasonal; postdiagnosis; etcetera. However: pre-Germanic; post-Marxist.
- 6 The prefix re also does not take a hyphen, for example: readapt; redraw. But re-edit; re-enter;
- 7 No hyphen is used where an adverb ending in –ly and the adjective that it qualifies both precede a noun, for example: a badly structured model; a beautifully designed cathedral.
- 8 In the following instances a hyphen is used: a well-known author (but the author is well known).
- 9 Words with the prefix self- take a hyphen, for example: self-assured; self-diagnosis; self-evaluation exercise; etcetera. (But: selfsame)

LISTED ITEMS (Levels)

- 1 For items listed in a particular section in a chapter, use the following convention:

First level: 1 (no point after 1)
Second level: a (no brackets)
Third level: i (no brackets)
Fourth level: •
Fifth level: –

- 2 Where a listed item exceeds one line, the text should be aligned as follows:

- 1 The effects of colonialism on the development of the law in South Africa (discussed in chapter 3)

LISTED ITEMS (Punctuation and sentence construction)

- 1 For a detailed exposition of this subject, see the attached annexure D. [NOTE TO KNOWLEDGE RESOURCES: This annexure is in hard-copy format and will be provided under separate cover. The complete annexure comprises about eight pages.]

NUMBERS

- 1 In non-mathematical/non-statistical/non-scientific text, numbers from one to nine are written out (eg “There are 15 different subspecies in Africa.”) In the case of mathematical/statistical/scientific texts that contain statistical data or calculations, figures are used throughout.
- 2 Where a number appears at the beginning of a sentence, it is always written out (eg “Fifteen different subspecies are to be found in Africa.”)
- 3 Words and figures must not appear in the same sentence (eg do not use “There were eight students in the German class and 12 students in the Latin class.” Rather state: “There were 8 students in the German class and 12 students in the Latin class.” Where this practice is adopted, follow such practice throughout the work.
- 4 Spaces must be used in cases such as the following: 1 700; 115 000; 9 630 570.

- 5 A comma and not a point must be used in cases such as the following: 1,35; 21,75; 0,05; R15,70.
- 6 Hyphenate as follows: twenty-seven students; thirty-one hospitals; sixty-seven items; 54-year-old woman (not fifty-four-year-old woman).
- 7 Where abbreviations are used, use figures before such abbreviations, for example: 15 cm; 11 kg; 21 mm. (Note the space between the figure and the abbreviation.)
- 8 Use the en rule to separate numbers in a range of numbers, for example: 7–12, 14–16, 21–23, etc.
- 9 When fractions are spelt out, they must be hyphenated, for example: two-fifths, five-sevenths, three-quarters.
- 10 Figures given in tables must align on the right, for example:

43
71
115

POINT SIZE

- 1 The point size to be used for the main text in each chapter (ie excluding headings, subheadings, footnotes and end notes, and indented quotations) is 11 point*.
- 2 The point size to be used for footnote text and end note text is 10 point*.
- 3 Indented quotations (see below under “Quotations”) must be in 10 point*.
- 4 The point sizes for headings and subheadings within chapters must be as follows*:

First-level heading in all chapters:

1 INTRODUCTION (ie ALL CAPS, bold, 11 point)

Second-level heading in all chapters:

1.1 Trends in social security in Africa (ie upper and lower case, bold, 11 point)

Third-level heading in all chapters:

1.1.1 *Social security in southern Africa* (ie upper and lower case, bold italics, 11 point)

Fourth-level heading in all chapters:

(a) South Africa and social security (ie upper and lower case, Roman italics, 11 point)

QUOTATIONS

- 1 Material quoted from another source that is integrated into the text appears between double quotation marks (eg. In the words of Smith, “planning based on teamwork is essential if the organisation is to succeed”, but, obviously, such teamwork must first)

- 2 If the quotation itself includes quoted material, such material is placed in single quotation marks, regardless of whether the original text used single or double quotation marks.
- 3 Where quotations are set off from the text (are indented), such quotations appear in Roman, 10 point* and do not begin or end with quotation marks. However, if such indented quotation itself includes quoted material, such material is placed in double quotation marks, regardless of whether the original text used single or double quotation marks.
- 4 Generally, quoted material that exceeds five lines is set off from the text, with shorter quotations being run into the text.
- 5 Note the following examples of punctuation with regard to the use of quotations:

“It cannot be stated unequivocally that all children are susceptible to this disease.”

It cannot be stated unequivocally that “all children are susceptible to this disease”.
- 6 Concepts and terms are enclosed in double quotation marks, for example: the term “criminality”; the concept “ethnicity” (but the concept of ethnicity).

SPELLING

- 1 For the spelling of words, use South African spelling and consult the recommended dictionary.
- 2 Use –ise and not –ize in words such as: realise, organise, materialise, organisation, etcetera.
- 3 Use South African/British spelling for words such as: labour (not labor), travelling (not traveling), colour (not color).

TYPEFACE

- 1 Roman to be used for all text, except headings, subheadings, words usually appearing in italics, and words or phrases that are emphasised by the author.
 - 2 All foreign words and phrases must appear in italics. However, note the following exceptions:
 - (a) Certain words and phrases, such as Latin words and phrases, are in such common use in English that they are no longer italicised, for example: *ad hoc*.

To determine whether such words should or should not be italicised, consult the recommended dictionary.
 - (b) Legal cases are always italicised, for example: *S v Smith and Others*.
 - 3 Titles of books and names of journals appear in italics, for example in bibliographies.
 - 4 Words, phrases and sentences which the author wishes to emphasise should be placed in bold.
 - 5 For the typefaces to be used for the various levels of headings in a chapter, see above under “Point size”.
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