

# Oxfordshire Family Historian: Style Guide for Word users

## *This is intended both as a Word template and as Guide to Authors*

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This document is intended to serve as both a guide to authors and a template file for use with Microsoft Word. The template has been used successfully with both Word 97 and Word 2000.

Note that while A5 pages appear on screen, two A5 pages will print side-by-side when printed. This is to give you a reasonable idea of how many pages your article will take up when formatted with two columns per page on A5 paper. Please do not adjust the column definitions!

The file (saved in RTF, Rich Text Format) may be useable in other word processors but this has not, currently, been confirmed.

If you are using another word processor and find the above page and column layout does not work for you then we suggest you work with your page rotated (landscape orientation) and set four columns, each 59mm wide and 180mm long.

## Styles

A number of styles are defined in this Word template. They should be used in accordance with the notes in this guide. They may not exactly reproduce the final appearance but it is very important things are styled in accordance with their part in the document structure - a heading must be styled as a heading, body text as body text etc.

The styles we have defined for the Oxfordshire Family Historian will be described in turn, where sensible they will be used in their natural context.

### Paragraph styles

**OFHtitle1** is the style for the article's main title line. Currently it appears as 18pt bold Arial, centred.

**OFHtitle2** is the style for the article's subsidiary title line. Currently it will appear as 14pt Arial bold italic, centred.

**OFHbyline** is for the author's name - 12pt Arial, centred. Note that only the author's name appears here, other details are placed at the end of the article using the **OFHsbmtr** style.

Those styles were for use at the head of an article, now we'll move on to the styles for use within an article:

### *OFHhead1*

The **OFHhead1** style - 14pt bold Arial, left aligned with 6pt fore 'n aft - is for first level headings within the text.

### *OFHhead2*

**OFHhead2** is like **OFHhead1** but only 10pt in size.

### *OFHhead3*

**OFHhead3** is like **OFHhead2** but italic instead of bold.

### *OFHbody1, OFHbody*

**OFHbody1** is just like the following **OFHbody** style but without the first line indent. The drop-cap at the start of an article will be added later in Publisher, this style has applications where the drop-cap would be inappropriate.

**OFHbody** is for normal running text - justified 10pt Times New Roman, with no extra space before or after the paragraph and with the first line indented.

### *OFHquote1, OFHquote*

**OFHquote1** is just like **OFHquote** but without the first line indent.

**OFHquote** is like **OFHbody** but with a small indent on both left and right.

The last paragraph was a dummy **OFHspacer** with half line spacing, don't try to put any characters on the line!

### *OFHref*

**OFHref** is for bibliographic or source references. The normal paragraph indent is reversed.

### *OFHftitle*

**OFHftitle** is a separate style for filler titles.

### *OFHfsrce*

**OFHfsrce** is for filler source references.

### *OFHunstyled*

**OFHunstyled** - not a silly style, just one that is ill-defined. This style can be used for anything that needs to 'do its own thing'. The golden rule is *never* to apply global changes to this style!

### *OFHsbmtr*

**OFHsbmtr** is used at the end of articles to give the details of the author or contributor.

### *OFHpost*

Where the submitter is an OFHS post-holder, their post will be named using this style instead of repeating the contact details which appear inside the back cover.

## Character Styles

All the styles defined so far have been paragraph styles; they always apply to the whole paragraph. The remaining styles can be applied to just part of a paragraph:

### *OFHsurname*

Yes, you've guessed it, this style is for marking SURNAMES. Just type the surname as usual with just the first letter capitalised. The style will do the rest.

## Style hot keys

I have associated some of the OFH styles with unassigned <Ctrl+Alt> key combinations:

1 - head1	# - spacer
2 - head2	/ - ref
3 - head3	\ - unstyled
4 - body1	[ - ftitle
5 - body	] - fsrce
6 - quote1	; - surname
7 - quote	
8 - byline	
9 - sbmtr	
0 - post	

## Conventions

There are many 'little points' on which we have decided on a house style for this journal. With few exceptions normal typesetting conventions as documented by Hart for use at the Oxford University Press will be used.

### Paragraphs

Please do not press <enter> twice between paragraphs. Once is enough. Twice means someone has to delete all the extras! Our convention is not to leave space between paragraphs but to indent the first line instead. This indentation will be done automatically by the style, please do not start paragraphs with <tab>.

### Sentences

Just one space between sentences please. If your software forces two then don't worry too much, they will be disposed of by the editors.

### Abbreviations

Generally full stops will be omitted within abbreviations (e.g. OFHS not O.F.H.S.). The general rule for simple abbreviations is that there is no terminal stop if the final letter of the full word is in the abbreviation (e.g. ref. but Mr). Please note that by this convention both Saint and Street abbreviate to 'St'.

To reduce the risk of confusion, we will not use the abbreviations 'b.' and 'm.'. Instead we will use 'born', 'bapt.', 'marr.' and 'bur.'

## Dates & times

Ordinal numbers are not used in dates – 1 Jan. not 1<sup>st</sup> Jan.

In times, separate hours and minutes with a colon (:). The 24-hour clock should normally be used but where the 12-hour clock is more convenient am or pm (without stops) should be separated from the time by a single non-breaking space (Ctrl+Shift+Space in Word).

Date (and time) ranges should use an en-dash as in 1800–1880. An en-dash is obtained (in Word) by holding down the <Ctrl> key and pressing '-' on the numeric pad.

### Quotes

Single 'quotes' will normally be used. Double "quotes" will only rarely be used.

### Lists

These should be preceded by a simple colon termination:

Not:-

Nor: -

### Brackets

Should almost always be simple round ones. Square brackets, usually with italic text, will generally indicate some clarification or comment added during the editorial process.

## Surnames

Our convention is use ALL CAPS but please help us by not actually typing the name in capitals. Instead, type it as normal with just the first letter in capitals and mark it as a surname using the OFHsurname style. This way we can decide later, maybe, to embolden surnames or render then with SMALL CAPS instead.

### Names

Initials should be separated by single spaces and not be followed by stops:

W H Archer is right

M. D. Austen and M.D.Austen are both wrong!

### Addresses

These will almost always (not when quoting an original text) be made to conform to current Royal Mail recommendations.

See: [www.royalmail.com](http://www.royalmail.com)

### Telephone numbers

These will usually be in UK form (i.e. as they would be dialled from the UK) with a space separating the area code from the local number (and a second space for seven digit local numbers).

### Email addresses

These will normally be in lower case except where uppercase or mixed case aids legibility or clarity.

## Web addresses

These will normally not include the initial 'http:/' protocol identifier except where ambiguity might be caused by its omission.

## References

These should generally be in the form:

Author, 'Title', *OFH Volno* Number (year), pageno

Note the use of the OFHref style which make the first line hang left rather than indent right.

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JOINT EDITORS

NOTE THAT FOR 'OFFICE HOLDERS' ONLY THE PERSON'S OFFICIAL POSITION IS QUOTED.

*Generally the submitter's postal and email addresses will be given.*