

THIS DOCUMENT LAST UPDATED ON: 19/JAN/2010

Journal house style points

Main style guides

No guides to be followed

Supplemented as necessary by...

Level of edit

Please refer to the *Definitions of copy-editing standards* (in-house Wiley-Blackwell staff only; see guidelines on *Copy: Procedures for dealing with the most common problems when handling copy* available on the Intranet in: Department Information/Production/User Manuals & Guides, Copy-Editing & Graphics) document before selecting the level of edit required.

- Minimal
- Standard
- High

Language

Voice

- Keep voice as used by author

Use passive voice throughout: abstract; text (select all that apply)
(science/medical requirement – fading practice)

Use active voice throughout: abstract; text (select all that apply)

Spelling

Recommended spelling

- Australian: Macquarie Dictionary
- UK: Oxford Concise English Dictionary
- US: Merriam–Webster’s Collegiate Dictionary
- Refer to the list of journal spelling exceptions

(Always endeavour to use the most up-to-date editions of dictionaries.)

Consistency of recommended spelling

- Consistent throughout journal
- Consistent within article (default to author)

Hyphenation

- Follow recommended dictionary
- Apply minimal hyphenation
- Refer to the list of journal hyphenation exceptions

(Please refer to section 1.5 of the Wiley-Blackwell House Style Guide, section on HYPHENS, for more detail on usage of hyphens in compound terms.)

Punctuation

Quotations

‘Single’ quotation marks, with closing punctuation outside marks (unless it belongs to the quoted material) and “double” marks for quotes within quotes:
Australian and UK style

“Double” quotation marks, with closing punctuation inside marks and ‘single’ marks for quotes within quotes: US style

Order of parentheses in text

- ([]): US style
- {{()}}: UK style
- (()): Australian style

References

- Harvard
- Vancouver

Content-specific style points, editor preferences

- Don't end a sentence with a colon when introducing a figure, add (see Figure 1), for example. The figure might not be placed directly after the sentence in the typesetting process, so the colon ends up introducing the next paragraph instead of the figure.
- Remove contractions where possible. The subject matter lends itself to using jargon, often including contractions, but they should be eliminated if it doesn't disrupt the flow: for example "Let's look at the significant symbols..." can stay as is. Another example "Why shouldn't they come?" can stay as is. An example of one that should be changed: "...not so bleak as we're given to believe," should be changed to "...as we are given...".
- Make sure references are arranged in chronological order in the text, for example <outside parentheses> Pione and Sabel (1984a, b), Andersen, Jansen, and Waidringer (1997) <inside parentheses> (Pione and Sabel 1984a, b; Lipietz 1986; Andersen, Jansen, and Waidringer 1997; Chan et al. 1999).
- If there is a quote within a quote, it should have single quotes, not double (as would be the case if it were within the text) (e.g. "Unconstrained 'population density' surface").

- Follow U.S., U.K. with periods, but United States and United Kingdom in noun form in the text.
- Insert space between author's initials if there are 2 or more, in text M.R. Stevens should be M. R. Stevens (E. S. spaced initials).
- Web sites must be preceded by http://
- Expand abbreviations in the article title. Abbreviations need to be defined in the abstract and text. At first mention in text, spell out abbreviation and put abbreviation after in parentheses. Afterward, use abbreviation only. In tables and figure captions use abbreviations only and do not expand if they are already defined in the text.
- Spelling and phraseology US (Single "el" spelling, e.g., Labeling, modeling, modeled etc.), be consistent throughout the paper. Change 'ise' to 'ize' spellings. Follow List commas.
- et al., in vivo, in vitro, in situ (roman)
- Lowercase and cap Greek letters roman.
- For units follow a consistent author (both slashed and inverse units allowed)
- Follow SI units min, h, s, m, km, etc.
- Differential *d* italic; exponential *e* italics; order O roman; partial ∂ roman; $\geq \leq$ straight
- SD, SEM, NS, df, SE
- Statistical names (e.g. ANOVA) should be all caps
- 100,000, 1,000 (thousand separator comma for four digits also).
- Mann–Whitney (en dash to be given for 2 units of equal weight)
- 10% and 50% (closed up units repeated)
- Parenthetical dash is M dash (—)
- Ratios have thin space on both sides (4 λ : λ 9)
- All numbers less than 10 to be spelt out even for units of time (e.g. three patients, four animals, four years, two months, etc.)

- the Netherlands (and not The Netherlands) in the text, but The Netherlands in affiliation and correspondence field.
- Fivefold, threefold but 10-fold, 239-fold
- Level of significance (probability)—*P*—uppercase, italic.
- En-dash for ranges and also between names.
- Student's *t*-test—italic/*U*-test (*U*-cap, italic).
- Year 2, Day 2 (follow the MS if the author has used caps. Do not change to lowercase).
- i.e., e.g., (add comma within parentheses); that is,..... (outside parentheses), for example, (outside parentheses)
- No hyphenation for prefixes, e.g. pre, post, multi, pseudo, semi, re, bi, etc. Follow Chicago Manual of Style for quasi. It is open before a noun (a quasi corporation), and hyphenated before an adjective (a quasi-public corporation). Also leave hyphens with capitalized terms (e.g. pseudo-R-squared)
- Usual use of that/which.
- versus
- 'The authors thank' should be changed 'We thank'

Word list, spelling preferences, common acronyms, etc.

<p>A article (change paper to article)</p>	<p>B Blacks (always cap)</p>	<p>C</p>
<p>D due to (leave as is) Data set (always 2 words)</p>	<p>E e.g., (with comma inside parentheses; outside full)</p>	<p>F</p>
<p>G</p>	<p>H</p>	<p>I Internet i.e., (with comma inside parentheses; outside full)</p>

J	K kriging (change to lower case)	L
M	N	O
P P.O. Box	Q	R

S	T toward (always without 's')	U U.S. U.K.
V	W Whites (always cap) Wiley (not John Wiley)	X
Y	Z	