



HOUSE STYLE GUIDE

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Introduction

The purpose of this document is to outline the processes involved in relation to your publication. This includes brief instructions on how to prepare your manuscript prior to submission, especially in relation to house style issues. The document also outlines the publishing process, including the role of the author after the files have been submitted.

In order to ensure that our editorial processes are effective and consistent, we recommend that authors comply with our house style.

Submitting a Manuscript

Immediately below we have listed some “Do’s” and “Don’ts” when submitting materials to the Clarus Press:

Do:

- Submit your manuscript in its ready to publish form;
- Try and conform with our house style and submission requirements (outlined below);
- Ensure that your software is compatible with the Clarus Press, currently PC compatibility for Microsoft Word 2000;
- Ensure that you deliver electronic files of your manuscript, preferably by e-mail (spread over several e-mails, if necessary) and/or CD;
- Always keep an electronic copy of the manuscript on your own computer;
- Submit an accurate description/account of your qualifications and credentials to follow your name;
- Let us know if you will be unavailable in the coming months for proof checking, etc;
- Contact the Clarus Press if in doubt.

Don’t: Please avoid using:

- Track changes;
- Underlining;
- Special formatting (for example heading levels);
- Multiple paragraph returns and spaces;
- Indents and tabbing;
- Macros;
- Locked capital lettering.

The Process

After a manuscript has been delivered in its “ready to publish” form, the process from manuscript to published book normally includes the following steps:

- Step 1—Copyediting;
- Step 2— Proof reading;
- Step 3— Typeset;
- Step 4—Tabling and indexing;
- Step 5— Author Check;
- Step 6—Final Check;
- Step 7— Press.

Between each stage corrections will be taken into the manuscript. Any questions for the author raised during the editorial process will be fed back to the author as soon as possible, however, it is anticipated

that such corrections will be minor. Please note, that the Author Check or “Proof” stage is an opportunity for the author to have one last look at the proofs to ensure that no factual errors have been made during the process of editing, applying house style and typesetting. It is not an opportunity to add new material.

In terms of timing for author checking of proofs, this is normally agreed at the outset or at publishing contract stage. This is normally between one and two weeks.

Note: After you submit your manuscript, the Clarus Press will then be in control of the “master” files. Please do not amend your own files with a view to having the manuscript updated after such submission. If you have any queries in relation to this please contact the Clarus Press.

House Style

Applying house style to your work ensures consistency throughout the publication and saves time and resources in relation to the editorial process. Your co-operation is appreciated.

When applying house style to your work, please note the following:

- House style should not be followed in quotations or extracts from an original work;
- Extracts or quotes from other works should be fully referenced and acknowledged.

Quoted Material

- Source of all quoted material should be accurately identified;
- Quoted material in the text is enclosed within double curly quotation marks, “”. Quotes within quotes, single quotation marks are used to contain the inner quote “ ’ ”. Further quotes within quotes are double, then single, etc.
- Short extracts of up to two typed lines may be included in the main body of the text. Longer extracts should be separated from the text as indented blocks;
- Any omissions from quoted material should be indicated by the use of ellipsis (three full stops): “ text ... continued”;
- Author’s additions within the original quote should be enclosed in square brackets;
- The author is responsible for ensuring that all quotations are verbatim, including punctuation.

Legislation

- Cite legislation as cited by Oireachtas;
- Abbreviate “section 2” to “s 2” (s [space]2), however, do not abbreviate “section” when it appears without a number, for example, “the section suggests ...” or at the beginning of a sentence, “Section 21 repeals the following ...”

Some examples:

- Immigration Act 2004, s 21 *OR* s 21 of Immigration Act 2004
- Pt 2 of Social Welfare (Miscellaneous Provisions) Act 2004
- Sch 1 of the Social Welfare (Miscellaneous Provisions) Act 2004
- European Communities (Marketing of Sugar Products) Regulations 2003 (SI No 289 of 2003)
- Art 38.3.1° of the Constitution; Art 1 of the Treaty of Rome; *but* art 4 of the Statistics (Business Accounts) Order 2001 (SI No 191 of 2001)
- Directive 2003/48 of 3 June 2003 on taxation of savings income in the form of interest payments [2003] OJ L157/38
- Rules of the Superior Courts, Ord 113A, r1 (can be abbreviated on second and subsequent references, e.g. RSC, Ord 113A, r1).

Cases

The author is responsible for ensuring that case references are correct. Cases names should be italic, the year and reference roman, i.e. *Smith v Jones* [1991] IR 166. Authorised references should be used. A case cited in the text should have the best reference.

Case citations should be written as follows:

Kilgobbin Mink Ltd. v National Credit Company [1980] IR 175

Notes on Case Citations

- Forenames should be omitted except where necessary for greater ease of distinction, particularly with common surnames, e.g. *DPP v Murphy (Keith)*;
- Where forenames occur in the names of organisations, they should appear in the order normally found in that name, e.g. John Menzies, not Menzies (John).
- Where there is more than one party on either side, name the first only and do not add “& Ors” or “& Another” or “*et al.*” or any other similar abbreviation.
- Always italicised case name;
- no full point after v;
- no definite article, e.g. *State v Jones*, not *The State v Jones*
- If a report can be located by volume number alone, then round brackets are used. If the year is necessary (where there is more than one volume in a year), square brackets are used;
- *Ex p* always to be capitalised and not written out in full;
- Abbreviated party names should not be full pointed (apart from “R.” for “Regina”).

Citation of Authorities

Citation of Articles

- Author, “Title of Article” (1991) 2 ILR 85 at 81. If the journal name is not abbreviated it should be in *italic*.

Citation of Books

- Author, Title (3rd ed, publisher, place of publication, 1984), Vol 2, p 34 (or para 52);
- Author’s initials are not necessary but if they are supplied they should be supplied in every instance.

Usage of *ibid* and *et seq* should be kept to a minimum. Use “above” and “below”, *ante/post* or *supra/infra* is acceptable but be consistent.

- PJ Breen, *Consolidated Courts and Court Officers Acts* (2nd ed, Clarus Press, Dublin, 2005), p 375.
- *ibid*, p 200.
- *De Róiste v Minister for Defence* [2001] 1 IR 190.
- *ibid* at 203 *per* Denham J.
- Breen, *op. cit*, p 3.
- Mairead Enright, “Understanding Law” (2004) 2(2) ILR 28 at p 31.
- *DPP v Anderson*, unreported, High Court, Ó Caoimh, J, 16 October 2002.
- Alan Doyle, “Environmental Law: Integrated Control of Pollution?” in *Irish Perspectives on EC Law* (Mary Catherine Lucey and Cathrina Keville ed, Round Hall, Dublin, 2003), pp 141–171.
- *O’M v O’M* [2003] 1 ILRM 401 at 409.
- Family Law Act 1981, ss 3–5.
- s 4(b).
- *Keelgrove Properties Ltd v Bord Pleanála* [2000] 1 IR 47; [2000] 2 ILRM 168.

- 562 *Dáil Debates* Cols 1201–1203.

Other Style Issues

Italics

The following will be formatted to appear in italics: titles of publications: e.g. books, newspapers and periodicals, looseleaf services, journals, Government publications and Gazettes and CD ROMs (Note that articles contained in a publication should be enclosed within double quotation marks.), movies and television shows, case titles and names of ships. In addition to this the following list outlines several words that require italicising, and several which do not:

Italics:

a priori
ab initio
amicus curiae
autrefois acquit
caveat
cy-près
de facto
de jure
ex officio
force majeure
idem
in camera
in loco parentis
in situ
inter alia
inter se
intra vires
ipso facto
lis pendens
locus standi
mens rea
obiter
obiter dictum
per se
pro forma
profit à prendre
ratio decidendi
res ipsa loquitur
res judicata
sub judice
subpoena
sui generis
ultra vires
vis-à-vis

No italics:

ad hoc
bona fide
certiorari
dictum
Ex parte (Ex p.)
habeus corpus
mala fide
mandamus
per annum
prima facie
pro rata
status quo
verbatim
vice versa

Note “e.g.”, “i.e.” and “etc” are not in italics. All are preceded by a comma but never followed by one, and are always in lower case.

Emphasis

Never use bold for emphasis; use *italics*;
Never use CAPITALS for emphasis;

Restrict use of *italics* for emphasis.

Full Points

No full points are required in the abbreviated forms, for example:

- USA;
- EU;
- UK.

No full points are required when the abbreviation contracts a word through the first and last letter:

- “Doctor”— Dr Smith
- “Mister”— Mr Jones
- “Saint” — St David.

Initials after judges’ names do not take full points, for example:

- Keane CJ,
- O’Sullivan J,
- Hardiman and Fennelly JJ,
- Lord Denning MR

Dates, Times and Numbers

Notes of Date Formulas:

- 30 September 1991 not 30th September, 1991 or variations;
- 1986-1988 not 1986-88 or 1986-8
- 1980s not 1980’s.
- 20th century not twentieth century (except at the beginning of a sentence)

Notes on Times

- 10am; 7.30pm

Notes on Numbers

- Numbers one to nine should always be expressed as words, whereas numbers 10 onwards can be expressed in numerals;
- When a number starts the sentence, this should be expressed in words, for example, “Ten hours later the defendant ...”
- Percent is always written in full and the number expressed as a numeral (3 percent)
- Do not use superscript for ordinal numbers: 1st, 2nd, 3rd not 1st, 2nd, 3rd, etc

General Style Issues

- Judgment (no “e” between the g and the m);
- Employ UK and Irish spelling, not American, unless within a direct quote a case law (not case-law);
- first, secondly, thirdly (not firstly, secondly, thirdly);
- Organisations and bodies are referred to in the singular, e.g. “the Committee publishes its report” and “the Government states its policy”;
- If discussing a person in the abstract, choose between using he/him as gender-neutral pronouns and using both male and female pronouns, e.g. “a person arrested for an offence has a right to call his or her lawyer”. Alternatively, use plurals. Do not use they or their in the singular, e.g. “a person has a right to call their lawyer”;
- Avoid excessive use of capitals, e.g. Compulsory Purchase Order need not be capitalised;
- The hyphen is the short dash (-) used to hyphenate words, such as co-operate and re-enter;
- Use hyphens sparingly. Hyphens should be used in the following instances:

- to avoid confusion where there are two distinct uses of a word, e.g. recover and re-cover
 - for adjectival uses of words, e.g. an icy-cold drink
 - to avoid misconception where words are linked, e.g. “green-looking glass” and “green looking-glass”
 - to join a prefix to a word, e.g. non-, pre-, etc
 - in fractions and compound numbers
 - many compound words begin as two distinct words, become hyphenated as the term gains acceptance in everyday usage, then become one word. An example of this would be the term childcare centre.
- The en dash (–) is used to separate spans of numbers, e.g. 1989–1993;
 - The em dash (—) is used in place of parentheses, e.g. “The parties themselves—and perhaps, in particular, the claimant—are more likely than the tribunal to know where recognition and enforcement of an award will be sought.” There are no spaces on either side of an em dash.

Irish Words

Oireachtas
Dáil Éireann
Seanad Éireann
An Taoiseach
Tánaiste
Garda Síochána
An Bord Pleanála
An Taisce
Iris Oifigiúil
Forfás
Bunreacht na hÉireann

Other Style Pointers

The Use of Footnotes

Footnotes are normally used to cite authorities and references, including case materials, legislation, books and journals. It is preferred that the author confines the use of footnotes to such citations. Where the author feels a note should contain more information or analysis, it is worth considering if the text can be presented or incorporated into the main body of the text. Footnotes are generally preferred, from a reader’s perspective, to end notes. Please consult with the Clarus Press before making a decision on which style to follow.

When inserting a footnote, please pay special attention to the following:

- Footnotes should be inserted in the text after all punctuation, with the exception of the following: colons, semi-colons and em-dashes;
- Ensure that you use the correct function in Microsoft Word to automate footnotes, that is Insert/Footnote/autonumber OR Insert/Reference/Footnote, depending on which version of Word you are using. This will ensure that any insertions or deletions (of footnote references) is updated in the text;
- Footnotes should never include any material other than text, for example no tables, graphics or images.

The Use of Graphics

Many works require the need for graphs, to illustrate certain points or indicate trends. Throughout the publishing process, graphs and graphics can add a considerable amount of time, resource and expense to any project. With this in mind, we would request authors to consider whether such materials are necessary and could the same information be expressed in text or in a table?

When submitting graphical materials, please note the following:

- All graphical material will be reproduced in black and white;
- All graphical material, including tables, graphs, forms and images, should be delivered digitally. It is possible to reproduce hardcopy images by scanning, however, quality cannot be guaranteed;
- All graphical materials should be delivered in separate files from main text body, preferably in the program they originated from;
- All graphical material should be clearly labelled and referenced to the main body of the text.

The Use of Headings

Headings and sub-headings assist a reader in navigating text. A standard typeset page normally contains about 500 words (however, this depends on the page size, font size, etc.) and some publishers recommend that every page should have at least one heading or sub-heading. This may not always be possible, but please bear in mind the reader when structuring your work.

When structuring heading levels, please note the following:

- Headings are typically in **bold** and sub-headings in *italics*;
- Both are in “sentence case” or “title case” rather than ‘upper case’, for example: “Sale of Goods and Supply of Services Legislation”;
- Define your heading levels at the start of the project;
- Ensure that your heading hierarchy is clear and consistent throughout the text;
- Try and avoid going beyond six or seven heading levels. The average student text should not contain more than this, whilst detailed practitioner books may employ extra level headings where necessary.

Cross Referencing

Note that any cross-references within the work are the responsibility of the author (excluding the tables and index). Where material is delivered in an ad hoc fashion, or by piecemeal and cross-references is yet to be complete, sections should be sufficiently specified to allow easy insertion on proofs. You may be required to review cross-references once the work has been edited.

Contact

For further information please contact the Clarus Press on 01 415 0439, e-mail info@claruspress.ie or visit our website www.claruspress.ie