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HOUSE STYLE

At Intellect we use the Harvard referencing system, with in-text citations. This was developed in the United States in the 1950s and 1960s, and since then it has become the most commonly used system in international academic journals. The Harvard referencing system is flexible and simple, easy to use for the author as well as the reader.

There are a number of excellent Harvard referencing system sites on the Internet such as
- http://libweb.anglia.ac.uk/referencing/harvard.htm
- http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/

Please note that the styles on these sites may deviate from Intellect House Style. If in doubt, the rules in this guide take precedence.

Additionally, please feel free to direct any queries you may have to amy.r@intellectbooks.com or your production manager.

ALTERNATIVE STYLES FOR BOOKS

While Intellect would prefer authors to follow our own house style for books (Harvard), we also offer copyediting in the following styles:
- APA (6th edition)
- MLA (8th edition)
- MHRA (3rd edition)
- Chicago (16th edition)

Journal styles are non-negotiable, and follow house style unless specified on the journal webpage.

CONSISTENCY

We follow standard UK English, using the Oxford English Dictionary or the Oxford Dictionary for Writers and Editors.

Our stylistic rules are based on New Hart’s Rules, although there are variations.

We have a preference for ‘ize’ over ‘ise’ endings (e.g. ‘organize’, ‘globalize’) in cases where both are correct under UK English.
See ‘Using ‘ize’ Endings’ (page 38).
Abbreviations
Unless commonly known, abbreviations should be spelt out in the first instance, with the abbreviated form in parenthesis: e.g. ‘information and communications technology (ICT)’. Commonly used abbreviations include Ph.D., BBC, UN, MA, Dr, Ltd, St. See ‘Preferred Spellings’ (page 35).

Please spell out the names of countries (e.g. European Union, United Kingdom, United States), these should only be abbreviated when used as an adjective (US policy, EU Social Fund, etc.). Do not confuse e.g. (meaning ‘for example’) with i.e. (meaning ‘that is’).

Book titles, journal titles, and other text that usually appears in italics will produce abbreviations in italics.

For example:

Dictionary of National Biography is abbreviated to DNB

Oxford English Dictionary can be written as OED

Journal of Contemporary Chinese Art is abbreviated to JCCA

Acknowledgements
In a journal, acknowledgements should appear at the end of the article under the heading ‘Acknowledgements’, not as a footnote attached to the title. In a book manuscript, Acknowledgements will be part of the front matter, following the foreword or preface. See ‘Front matter and endmatter’ (page 6).

Brackets
Our preference is for curved parentheses ( ) when these are needed for citations, digressions, translations, etc. Nested brackets within these should be square brackets ([ ]) for clarity. Within this, return to curved brackets ( ( ) ). Square brackets are also used within quotes for insertions, amendments or ellipses [...].

Bullet points
Various punctuation rules are acceptable with bullet points. Lists that are made up of full sentences usually start each item with a capital letter and end each item in a full point. Lists that are made up of sentence fragments usually start each item with a lower case letter and end each item with a comma, semi-colon or no punctuation. Our preference is for the last item in a list to end with a full point; without this, text-to-speech readers or assistive technologies may not mark the end of the list correctly.

Capitalization
Title case means that nouns, adjectives (other than possessives), pronouns and verbs are capitalized. Articles, conjunctions and prepositions are lower case.

Sentence case means that the first word is capitalized (as well as any proper nouns or commonly capitalized terms). Capitalization of foreign titles follows the rules of the language. See ‘Foreign language titles’ (page 6).

Capitals following colons
In UK English, the word immediately following a colon is in lower case, unless it is a quote, display quote, or a subtitle in a reference list. In US English only, a capital letter may be used after a colon if the following text is a complete sentence. See New Hart’s Rules Chapter 5.2 for guidance.

Captions
Images should be referred to as Figure 1, Figures 2–3, etc. Please note the colon after the figure number and the terminating full point, even if the caption is not a full sentence.
The following is the agreed style for captions, and as much information as is available should be provided. Correct use of ‘Courtesy of’ or © is the responsibility of the author.

**Artwork**

Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information.

*For example:*


Figure 1: Gran Fury, *Women Don’t Get AIDS*, 1991. Ink on acetate. 47” × 70” © Gran Fury.

**Book/journal/newspaper illustration**

Figure 1: Artist, *Title of Illustration*/description of image, illustration for *Publication Title* (Author Year: Page). Copyright holder information.

*For example:*

Figure 1: John Minton, *Landscape near Ajaccio*, woodcut, illustration for *Time Was Away* (Ross 1948: 75). Courtesy of Alan Ross and John Lehmann Ltd.

**Film still**

Figure 1: Description of image (Actor Name if available), Director (dir.), *Film*, Year. Country. Copyright holder information.

*For example:*

Figure 1: Sugar Kane Kowalczyk (Marilyn Monroe) plays the ukulele, Billy Wilder (dir.), *Some Like It Hot*, 1959. USA © Ashton Productions.

**Contractions**

Contractions should be spelled out in academic writing: e.g. ‘don’t’, ‘didn’t’, ‘I’ll’ should be ‘do not’, ‘did not’, ‘I will’, etc.

**Currencies**

Currencies should be in numerals preceded by symbols (£, $, €) or three-letter currency codes (GBP, EUR, USD, AUD). Codes are especially useful if there are different versions of the dollar referred to. The use of symbols or of codes should be consistent throughout the text.

*For example:*

£20, £30.50, $20 million, €30,000

GBP 20, GBP 30.50, USD 20 million, AUD 20 million, EUR 30,000

**Dates and times**

Specific day: 21 March 1978 (September 11 or 9/11 is permitted)

Decades: 1920s, 1950s–60s

Date ranges: 1964–67, 1897–1901

Approximate dates (*circa*): use c., in italics, with no space: c. 1960

Centuries: nineteenth century, twentieth century, twenty-first century (but ‘a nineteenth-century woman’)

Twelve-hour clock: use a full point and p.m. or a.m. (5 30 p.m., 6 a.m.)

Twenty-four-hour clock: use a colon and no a.m./p.m. (17 30, 06:00)

Specific moments in time-based media: use hours, minutes and seconds separated by colons (05:00:06–05:06:11).
Emphasis
When italics are used for emphasis within quotations, authors must indicate whether the emphasis is from the original text or whether they are adding it to make their own point: (Smith 1999: 2, original emphasis) or (Smith 1999: 2, emphasis added).

Bold type should not be used for emphasis, or in the names of organizations or exhibitions. Italics should be used sparingly, as they are also used for other purposes. If an author wishes to draw attention to a word or phrase, roman type inside single quotation marks can also be used.

Foreign language titles
The rules governing the capitalization of titles in some languages, such as French and German, are complex. See New Hart’s Rules Chapter 12 for guidance. It is not strictly necessary to provide translations of non-English-language titles. However, if you would like to provide English translations for titles in other languages, see the relevant sections in References:
See ‘Translations of foreign language journal titles’ (page 18).
See ‘Foreign film’ (page 25).

Foreign words
We will follow the Oxford Dictionary for Writers and Editors for foreign words that are in popular use in UK English (e.g. a priori, mise en scène). Unless specified otherwise in the Preferred Spellings list or dictionary, foreign words and phrases inserted in the text should be italicized. Translations can be provided in single quotation marks within brackets: l’oiseau (‘the bird’). Capitalized proper names of foreign organizations, institutions, political parties, trade unions, etc. should be kept in roman type, not in italics.

Front matter and endmatter
Roman numerals are used for front matter page numbers. Any material provided should be ordered as follows:
1. Half title (main title)
2. Frontispiece (if there is one)
3. Full title page
4. Copyright info page – verso of full title page
5. Dedication and/or epigraph
6. Contents
7. List of plates, figures, maps and tables (new page for each)
8. Foreword and/or preface
9. Acknowledgements
10. Notes on the text/transliteration
11. Conversion tables for imperial measures, currency, etc.
12. List of abbreviations
13. General map(s) relevant to the whole book

Endmatter should be ordered as follows:
1. Appendices – Appendix 1, Appendix 2, etc.
2. Bibliography
3. Notes on Contributors
4. Index
**Funding information**
If your work has been funded, you must include the funding organization name and the award number in your Acknowledgements section and/or metadata form. See ‘Acknowledgements’ (page 4).

*For example:*
This research was made possible through a grant from Qatar National Research Fund (NPRP9 309-5-041).

**Hyphens and dashes**
Hyphens are used to avoid mispronunciation, particularly where there are two vowels or two consonants together (anti-intellectual). A hyphen can also be used to avoid confusion where a prefix is repeated (re-release, sub-subcategory) or to avoid confusion with another word (reform/re-form, re-cover/recover). Hyphens are also used in compound adjectives (nineteenth-century women, free-range egg).
Note that we use an en rule (–) with space either side, rather than a hyphen (–) or an em rule (—), as a parenthetical dash.

**Lists**
Bulleted and numbered lists are both allowed, depending on author preference. When numbered lists are incorporated within a paragraph, the numbers should be formatted as ‘(1) (2) (3), etc.’ If the list is displayed with items one below another, the numbers should be formatted as ‘1. 2. 3., etc.’

**Notes**
We discourage the use of extensive notes – if something is worth saying, it is worth saying in the text itself. If a note is necessary, please use Word’s note-making tool and create endnotes (not footnotes). Once typeset, notes will appear as endnotes in books, and sidenotes in journal articles. Place note calls outside the punctuation, i.e. after the comma, full point, colon, etc. The note call must be in superscripted Arabic (¹, ², ³).
As Intellect’s House Style uses the Harvard referencing system, citations should not be added to endnotes. Sources should be cited in text, and in a reference list.

**Numbers**
One to twenty (in words)
21–99 (in figures)
100, 200, 1000, 1500, 5000, 10,000
Numbers in a range, up to 100, both numbers appear in full: pp. 10–19, 19–21
After 100, only the changed part of the second number is shown: 102–17, 347–49
Approximations can be in words: around thirty, over forty, almost fifty
Ages: 15 years old, a 7-year-old child
3 per cent, 4.7 per cent, 10 per cent, 25 per cent
16mm, 35mm, 6km²

**ORCID® identifiers**
ORCID iDs are unique, career-long identification numbers for authors. They are similar to ISBNs for books, or DOI numbers for journal articles. Authors should provide iDs whenever they submit work to us. ORCID iDs must be supplied with the prefix https://orcid.org/ in order for us to auto-update publication records and connect with publishers, institutions and funders worldwide.

*For example:*
https://orcid.org/0000-0002-1825-0097

If you do not yet have an ORCID iD, we encourage you to register at https://orcid.org/register.
Percentages
We use ‘per cent’ rather than ‘%’. ‘%’ is only acceptable if a series of percentages are given within a paragraph, for example, in a statistical survey. Percentages should always be expressed in figures not words (3 per cent, 10 per cent).

Personal pronouns
Capitalize the initial letter in personal pronouns (e.g. He, Him, His) only when referring to God. Do not use this form when referring to prophets or founders of the world’s religions (e.g. Abraham, Bahá’u’lláh, Buddha, Jesus, Muhammad, etc.).

Quotations
We use single quotation marks, with double quotation marks for a second quotation contained within the first.
All long quotations (i.e. over 40 words long) should be ‘displayed’, i.e. set into an indented paragraph with a line space above and below, and without quotation marks at the beginning or end. Any quotations within this display quote will then have single quotation marks.
Omitted material in quotations should be signalled by an ellipsis enclosed in square brackets: [...].
Square brackets should be used if you choose to add details into a quotation, change a quotation’s opening capitalization, or change tense so that the quotation agrees with your sentence grammatically.

For example:
Prior reveals the folly of the situation when he states ‘[t]his is my ex-lover’s [Louis’] lover’s Mormon mother’ (Kushner 2003: 101).

When italics are used for emphasis within quotations, authors must indicate whether the emphasis is from the original text or whether they are adding it to make their own point: (Smith 1999: 2, original emphasis) or (Smith 1999: 2, emphasis added).
When authors provide translations of quotations from non-English-language sources, they must indicate whether this is an official translation (official translation), or their own (translation author’s own).
See ‘Foreign words’ (page 6).

Reviews: Book/exhibition/performanc/film
When submitting a review for a journal, the following information should be provided in this order:

Book review
Title of Publication, Author or Editor Name/s (Year), Edition number
City: Publisher, number of pages,
ISBN 123-1-12345-123-1, h/bk or p/bk, price

For example:
Queer Game Studies, Bonnie Ruberg and Adrienne Shaw (eds) (2017)
Minneapolis: University of Minnesota Press, 336 pp.,
ISBN 978-1-51790-036-6, h/bk, $108

Exhibition/performance review
Title, Artist Name, curated/performed/directed by Name
Location, City, date or date range, year

For example:
Duck Weave, Richard Woods, curated by Ruth Claxton and Gavin Wade
Eastside Projects, Birmingham, UK, 30 January–9 April 2016
Film review
Title, Director Name (dir.) (Year), Country: Production Company

For example:
Bring It On, Peyton Reed (dir.) (2000), USA: Beacon Pictures

Serial comma
We prefer that you do not use a comma before the ‘and’ or the ‘or’ between the last two items of a list. A comma is only required before ‘and’ if you are joining two independent sentences with a conjunction.

Subject areas and titles
In general, titles appearing before a name are in capitals: Professor Jones, Managing Director Emma Smith, Senior Lecturer Carston.
Capitalises are also used when a title acts as a synonym for a specific person or place: the Queen, the Ministry, etc.
Titles appearing after a name are not normally in capitals: Tom Jones, the professor; Emma Smith, managing director of the company, Carston is a senior lecturer, etc.
Lower case is used when a job title is referred to in a general sense: a professor, the marines, every queen in the world, etc.
Abbreviations of academic qualifications with a mix of upper- and lower-case letters (such as Ph.D., M.Sc.) take full points. Full points are not used for abbreviations made up of upper-case letters only (such as MA, BA, MFA).
Note the difference between Master (upper case) and master’s (lower case, with apostrophe). If you have a master’s degree (abbreviated to master’s), then you are a Master (of Law, of Art, etc.). Similarly, if you have a bachelor’s degree, you are a Bachelor (of Art, of Science, etc.). If you have a doctorate, you are a Doctor, etc.

For example:
Jack Smith, Ph.D., is senior professor in the Department of Theatre Studies at the University of Victoria. He specializes in contemporary performance practice, pedagogy and theatre education, and earned his master’s at University of Sydney.

The punctuation rules for job titles and subject areas vary and can be confusing – we are occasionally able to follow authors’ preferences if requested.
REFERENCES

Citations

- House style citations are embedded in the main text in Author Date format.
- When citing a quotation from text-based media, n.pag. may be used if there are no page numbers available (i.e. for an online source).
- If there is no year available, n.d. may be used.
- Quotations from non-text-based media (i.e. film, music, DVD, television, vlog, radio, artwork), do not require reference to a page number within the citation.
- Multiple citations within the same sentence can be listed in any order, separated by semi-colons.
- Authors or artists cited in other works should be formatted as follows: (Williams cited in Hughes 2012: 54). This should be listed under the secondary work (i.e. Hughes) in the references.

Citation:
(Surname Year: Page [or n.pag])

For example:
(Harper 1999: 27)
(Anon. 2012; Rainer 1965)
(Benjamin 2005, 2009)

References

- Do not split bibliographies into ‘Further Reading’ or ‘Works Cited’.
- All items should be listed alphabetically by authorship. Works from the same author or source should be listed together chronologically, with the earliest work listed first. Any works with (n.d.) are listed underneath those with a date.
- If the original publication date of a historical work is provided, as well as the date of a modern edition, the original date may appear in square brackets before the date of the modern edition used: ([1830] 2005). The chronological order follows the modern edition date, not the date in square brackets.
- ‘Ibid.’ and ‘op. cit’ are not used in Harvard referencing. Repeated names in the references should be replaced with a ________ before the year.
- ‘et al’ can be used for in-text citations for works with three or more authors, but all author names should be provided in the references.
- Our preference is for authors’ full first names. If a full first name is not available, initials can be used. The use of full first names or of initials should be consistent across your reference list (not a mixture of two formats). Understandably, use of all initials or all first names may vary across an entire journal issue or edited book, but each article or chapter reference list should be consistent with itself.
- ‘Anon.’ should be used for items for which you do not have an author.
- When film or book titles are cited within another title, the format should reflect the original italicization i.e. film/book titles are set in roman font within an italicized reference, or italics within an article/chapter reference.
- If there are no pages available, n.pag. may be used. If there is no year available, n.d. may be used.
- In title case, nouns, adjectives (other than possessives), pronouns and verbs are capitalized. The second part of a compound word is also capitalized. Articles, conjunctions and prepositions are left lower case.
- Capitalization of foreign titles follows the rules of the language. See New Hart’s Rules Chapter 12 for guidance.
- Our preference is for USA and UK (rather than US and UK or United States and United Kingdom) when stating country of production for film/TV/music references.
We have provided some examples of reference types below. Occasionally you may need to cite a source not specified below – please follow the example type that is most like your source.

1. BOOKS

Book titles should be in italicized title case. Book chapter titles should be in sentence case within single quotation marks. For the city of publication, US states are indicated using a two letter abbreviation, unless the state is deemed unnecessary (as in New York, NY).

**Books with a single author**

Reference:
Surname, Name (Year), Title, City: Publisher.

For example:

Citation:
(Auslander 2007: 56)

References should be alphabetized by author surname, taking multiple authors into account. Rules for non-English names are complex. See *New Hart’s Rules* Chapter 6 for guidance. In general:
- Names containing the French prefix ‘de’ should not be alphabetized under ‘D’.
- Italian authors with a ‘di’ or ‘da’ prefix are commonly placed under ‘D’.
- Dutch authors with a ‘van’ prefix are placed under ‘V’.

For example:

Citation:
(de Beauvoir 2014: 89)

**Books with multiple authors**

Separate authors with a comma, using ‘and’ before the last author name. All names are in the order Surname, Name. Please note, ‘et al.’ may be used within citation text for books with three or more authors, but all names must be provided in the references section.

Reference:
Surname, Name and Surname, Name (Year), Title, City: Publisher.

For example:

Citation:
(Saunders et al. 2016: 78)
Edited books

Editors are indicated with (ed.) or (eds). The abbreviation (eds) does not need a full point: (eds) not (eds.). The editor is referred to using 'Initial Surname' rather than full first name as standard. The year should be that of the edited collection. If the chapter/article has been published elsewhere, the date of the original publication may appear in square brackets before the date of the edition. The chronological order follows the modern edition date, not the date in square brackets.
See 'Later editions/reprints/multi-volume works' (page 13).

Listed under chapter author

Reference:
Surname, Name (Year), ‘Title of chapter/article’, in Initial. Surname (ed.)/(eds), Title, City: Publisher, page range.

For example:

Citation:
(Flieger 2011: 47)

Listed under editor

Reference:
Surname, Name (ed.)/(eds) (Year), Title, City: Publisher.

For example:

Citation:
(Frank 2003: 60)

Where the reference is part of a collection edited by the same author, the name can either be repeated (where the editor of a volume has also contributed a chapter), or omitted (where there are no other contributors or editors, e.g. in a collection of an author’s work).

For example:

Citation:
(Jeffreys and Allatson 2015: 215)
Later editions/reprints/multi-volume works
The following abbreviations are used for later editions, multi-volume works and reprints. See ‘8. Unpublished works’ (page 34) for how to reference forthcoming titles.

**Later edition:** 2nd ed., 3rd ed., etc. There is no need to specify for first editions.
*For example:*

**Original publication:** If a work has been published previously, the original date may be given in square brackets before the date of the edition you are using. The chronological order follows the modern edition date, not the date in square brackets.
*For example:*

**Reprint:** Rpt. in
*For example:*

**Revised edition:** rev. ed.
*For example:*

**Second volume:** vol. 2, note the ‘v’ is lower case.
*For example:*

**Multiple cities of publication**
Multiple publication locations should be indicated as ‘City and City: Publisher and Publisher’ (not & or /). North American states are indicated using a two letter abbreviation unless the state is deemed unnecessary (as in New York, NY).

*For example:*

**Citation:**
(O’Donoghue 2017: 43)

**Multiple works by the same author**
References by the same author should be ordered from oldest to most recent. References for the same author with the same year should be distinguished using a, b, c, etc. within the parenthesis. Repeated names in the references should be presented with a ________ before the year. ‘Ibid.’ and ‘op. cit’ are not used in Harvard referencing. Co-authored titles, or those that the author has edited, appear after the monographs in a reference list.

**Reference:**
Surname, Name (Year a), *Title*, City: Publisher.
___________(Year b), *Title*, City: Publisher.
For example:

Citation:
(Žižek 2006a: 54)

Books in a series
When books are in a series, the series name appears after the book title, in title case without italics.

Reference:
Surname, Name (Year), *Title*, Series Title, City: Publisher.

For example:

Citation:
(Margolis and Tyler Renaud 2010: 57)

Translated works

Where an editor and/or translator are named
When an editor and a translator are named in addition to the author, the editor is listed first in parenthesis after the title.

Reference:
Surname, Name (Year), *Title* (ed. Initial. Surname, trans. Initial. Surname), City: Publisher.

For example:

Citation:
(Lacan 1988: 34)

Translations of foreign language book titles
It is not strictly necessary to provide translations of non-English-language titles. However, if you would like to provide English translations for titles in other languages, use the format below.

Unofficial title translations
Unofficial translations of book titles (i.e., those made by the author for explanatory purposes), are set with initial capital only, roman type, in single quotation marks within brackets. This also applies for to other reference types.
See ‘Translations of foreign language journal titles’ (page 18).
See ‘Foreign film’ (page 25).

Reference:
Surname, Name (Year), *Original Title* (‘Unofficial translation’), City: Publisher.
For example:

**Citation:**
(de Maupassant 1885: 23)

**Official titles**
The official titles of published translations follow the same format as the original title. Alternative book titles should be set in italics within brackets.

Reference:
Surname, Name (Year), *Original Title (Official Translation)*, City: Publisher.

For example:

**Citation:**
(Beckett 1951: 12)

**E-books and pdfs**
These appear in a similar style to other journal references, but a URL and accessed date are included. If there are no pages available, then n.pag. should be used in citations. If there is no date available, then n.d. may be used. Original publication year may be referenced using square brackets. There is no need to specify [online] in Harvard referencing.

Reference:
Surname, Name (Year), *Title*, City: Publisher and/or Collection, URL. Accessed date.

For example:


**Citation:**
(Carpentier 2011: 34)
(Conan Doyle [1907] 2004: n.pag.)

**Dictionary**
**Listed under a specific word**
Reference:

For example:

**Citation:**
(OED Online 2016) rather than (‘footnoting, n.’ 2016)
Listed with no specific word

Reference:
Dictionary Title (Year), edition, City: Publisher, URL [if available]. Accessed date.

For example:

Citation:
(Encyclopaedia Britannica 1991)

Play and scripts
For a printed publication/script of a play, emphasis is given to the author first. The play is referenced as a book.

Reference:
Surname, Name (Year), Title of Play, Series or Edition (ed./eds Initial. Surname) [if applicable], City: Publisher.

For example:

Citation:
For a specific quote, citations include the Act and Scene. They may also include a line number.
(Title of Play Act. Scene [in numbers or numerals as provided]: line numbers)
(Twelfth Night II.V: 36–37).

Poetry and short stories
Poems and short stories should be referenced in the collection that they appear in, unless unpublished. Titles for poems and short stories appear in title case within quotation marks. Editor’s information may also be provided if available.

Reference:
Surname, Name (Year), ‘Title of Poem/Short Story’, in Title of Publication (ed./eds Initial. Surname) [if applicable], City: Publisher.

For example:

Citation:
(Fitzgerald 2012: 13)
2. JOURNAL AND NEWSPAPER ARTICLES

Article titles should be in sentence case within single quotation marks. Journal, newspaper and magazine titles should be in italicized title case.

Print journal articles

Reference:
Surname, Name (Year), ‘Title of article’, Journal Title, volume:issue, page range.

For example:

Citation:
(Overdiek 2016: 32)

Special issue or special section

Entire special issue
To cite an entire guest-edited special issue, provide the editors and the title of the issue in title case without italics.

Reference:
Surname, Name (ed.) (Year), Journal Title, special issue/section: ‘Title of Special Issue’, volume:issue, page range [if applicable].

For example:

Citation:
(Bolton 2015: 21)

Article within special issue

Reference:
Surname, Name (Year), ‘Title of article’, Journal Title, special issue: ‘Title of Special Issue’, volume:issue, page range.

For example:

Citation:
(McCoy 2018: 112)

Newspaper articles

Reference:
Surname, Name (Year), ‘Title of article or column header’, Title of Newspaper, date and month, page range [column line if appropriate].

For example:
Citation:
(Asthana et al. 2016: 4b)

**Online magazine or journal article**

These appear in a similar style to other journal references, but a URL and accessed date are included. If there are no pages available, then n.pag. should be used in citations. If there is no date available, then n.d. may be used. Original publication year may be referenced using square brackets. There is no need to specify [online] in Harvard referencing.

Reference:
Surname, Name (Year), 'Title of article', *Title of Magazine/Journal*, volume:issue, page range or date and month [if available], URL. Accessed date.

*For example:*

Citation:
(Bashforth 2016: n.pag.)

**Online newspaper articles**

Reference:
Surname, Name (Year), 'Title of article', *Title of Newspaper*, date and month, URL. Accessed date.

*For example:*

Citation:
(Asthana et al. 2016: n.pag.)

**Reviews**

Unless the review is given an original title, book/conference/exhibition reviews should be clearly indicated using ‘review’.

Reference:

*For example:*

Citation:
(Keddie 2000: 243)

**Translations of foreign language journal titles**

We do not recommend providing translations for every non-English-language article title. If a translated article title is necessary, use the format below. Note: this is the same for official and unofficial translations.

Reference:
Surname, Name (Year), ‘Original article title’ (‘Translated article title’), *Journal Title*, volume:issue, page range.
For example:

**Citation:**
(Kayser 1954: 33)

3. OTHER SOURCE TYPES

**Archive material**
Archive sources are often referred to by the MS number and/or the main title and author. Both are allowed. As much information as is available should be provided.

**Reference:**
Surname, Name (Year), ‘Title’/Title/MS Number or description [see below for an example of each of these], date and month, City: Name of Library/Archive/Repository, Collection, MS Number [whichever available].

**With title**
*For example:*

**Citation:**
(Harris 1969: 23)

**With MS number**
*For example:*
MS 42523 (1889), ‘letter by David M. Thompson’, 13 June, St Andrews: University of St. Andrews Library Special Collections.

OR
Thompson, David M. (1889), MS 42523, 13 June, St Andrews: University of St Andrews Library Special Collections.

**Citation:**
(MS 42523 1889: 9)

**With description**
*For example:*
Peacock, Andrew (1960), BBC lecture broadcast transcript, 1 May, Dundee: University of Dundee Archive Services, URSF 2/12/3(14).

**Citation:**
(Peacock 1960: n.pag.)
**Comic books**
Comic book series title and number should be in italics with title case. Note the use of #. Individual issue titles are set in single quotation marks in title case, no italics. Standalone graphic novels should follow the referencing style for a Book.

**Reference:**
Surname, Name (Year), ‘Title of Issue’, *Comic Book Series Title #Number*, City: Publisher.

**For example:**

**Citation:**
(Wein and Wrightson 1971: 2)

**Conference and symposium papers**

**Unpublished conference papers**

**Reference:**
Surname, Name (Year), ‘Title of paper’, *Title of Conference*, location, date and month of conference.

**For example:**

**Citation:**
(Cook 2000: n.pag.)

**Published conference papers**

**Reference:**
Surname, Name (Year), ‘Paper title’, in Editors (eds) [if available], *Title of the Proceedings*, location, date and month [of the conference], City: Publisher, page range.

**For example:**

**Citation:**
(Golez 2005: 213)

**Dissertations/Ph.D. theses**

**Reference:**

**For example:**

**Citation:**
(Erim 1999: 15)
Laws and Acts of Parliament

Reference:
Title of Act (Year), chapter/section/paragraph, URL [if available]. Accessed date.

For example:

Citation:
(Title of Act Year: section or page)
(Criminal Justice Act 2003: § 44.3.2.a)

Law report and court case

N.B. this follows accepted legal citation, rather than Intellect House Style.

Reference:
Name v. Name of parties involved in the case (Year), abbreviation part number/case number, starting page [if available].

For example:

Citation:
(Parties Year: page)
(Lessard v. Schmidt 1998: 483)

Personal interviews

Interviews may be cited in text and included in the references, although this is not compulsory for casual or informal conversations.

Reference:
Interviewee Surname, Name (Year), type of communication, location [unless e-mail or telecommunication], date and month.

For example:
Björgvinsson, Evan (2009), telephone interview with Aven Høg Hansen, 23 January.
Branson, Richard (2014), in-person interview with John Doe, Birmingham City University, 4 July.
Robson, Paul (2008), e-mail to author, 1 December.

Citation:
(Björgvinsson 2009: n.pag.)

Published interviews (TV/Radio/Magazine)

TV

Reference:
Interviewee Surname, Name (Year), interviewed by Name, Title of Programme, Channel/Station, date and month.

For example:
Abbott, Diane (2016), interviewed by Andrew Marr, The Andrew Marr Show, BBC One, 1 May.

Citation:
(Abbott 2016: n.pag.)
Print

Reference:
Interviewee Surname, Name (Year), interviewed by Name, *Title of Publication*, volume:issue, page range, URL. Accessed date [if available].

For example:

Citation:
(Cook 2005: 12)

Radio/Live
See ‘Transcripts’ (page 23).

Reference:
Interviewee Surname, Name (Year), interviewed by Name, *Title of Programme* [if available], Channel/Station, location, date and month.

For example:

Citation:
(Fry 2012: n.pag.)

Reports by organizations

Reference:
Surname, Name OR Organization Name (abbreviation) (Year), *Title of Report*, Report number or series [if available], City: Publisher/Organization [if available]. If online include URL and Accessed date.

For example:

Citation:
(BIS 2011: 14)
(Healey et al. 2014: 33)

Seminars and lectures

Reference:
Surname, Name (Year), ‘Title of communication’, lecture/seminar delivered at Institution, City, date and month, URL. Accessed date [if available].

For example:
Citation:
(Stewart 2014: n.pag.)

Transcripts
Transcript references appear similar to the medium of the source (i.e., book, website, etc.) but with some slight variations, including attributing the reference to the individual delivering the speech/performance rather than the platform hosting the transcription.

Reference:
Surname, Name (Year), ‘Title of transcription’, transcript, date and month [if available], Platform/Host, URL. Accessed date [if available].

For example:

Citation:
(Carrick 2016: n.pag.)

Religious texts
Italics are not commonly used for citing Bible, the Torah, the Qur’an and other religious texts. See New Hart’s Rules, Chapter 13 for guidance.

Bible
Reference:
Book and chapter: verse (Year), Title of Bible Version, edition, City: Publisher.

For example:

Citation:
(Matthew 5: 3–12, 1985)

Qur’an
Reference:
Qur’an (not in italics), surah/chapter: verse (Year), Translator (trans.) [if applicable], City: Publisher.

For example:

Citation:
(Qur’an 18: 20, 2010)

Working paper
Reference:
Surname, Name (Year), ‘Title of paper’, working paper, City: Institution/Organization.

For example:

Citation:
(Grande 1998: 32)
4. FILM AND BROADCAST MEDIA

Our preference is for USA and UK (rather than US and UK or United States and United Kingdom) when stating country of production. Quotations from non-text-based media (i.e. film, music, DVD, television, vlog, radio, artwork), do not require reference to a page number within the citation.

**DVD**

If you need to cite a specific DVD release of a film in the reference list, the following information should be provided:

Reference:
Director Surname, Name (Year), *Title*, DVD, edition, Country: Production Company.

*For example:*

Citation:
(Director Surname, Year). Note use of comma.
(Jackson, 1993)

**DVD extras and features**

Interviews, features and other material from DVDs can be included in the reference list. These should list the following information:

Reference:
Surname, Name (Year), ‘Title of piece’, *Title of DVD/Film/Series*, DVD extras, Country: Production Company.

*For example:*

Citation:
(Thomas and Bell 2007)

**Film**

Films should be listed alphabetically by director in the main reference list, not under a separate ‘Films cited’ list.

Reference:
Director Surname, Name (Year), *Title*, Country: Production Company.

*For example:*

Citation:
(Director Surname, Year). Note use of comma.
(Spielberg, 1993)

**Film festivals**

Film festivals would not usually be listed in a reference list, but if this is necessary, see Music festival or Music tour. For festival catalogues, see Electronic Sources or other print reference types. When referred to in the body of the text, film festivals should be in title case with no quotation marks. If the particular edition of the festival has a theme, this can be placed in single quotation marks, in title case.
For example:
The 2010 World Festival of Youth and Students was held in Caracas with the theme ‘For Peace and Solidarity, We Struggle against Imperialism and War!’

**Foreign film**
It is not necessary to provide translations of non-English-language titles. However, if you would like to provide English translations for titles in other languages, use the format below.

**Official translations**
Films that have been officially released with an alternative title are set in title case, in italics within brackets.

**Reference:**
Surname, Name (Year), *Original Title* (*Official Translation*), Country: Production Company.

**For example:**

**Citation:**
*Original Title* (*Translation*) (Name of Director, Year)

*Shi mian mai fu* (*House of Flying Daggers*) (Zhang, 2004)

**Unofficial translations (i.e. those by the author)**
Unofficial translations of film titles (by the author for illustration), are set with initial capital only, roman type, in single quotation marks within brackets.

**Reference:**
Surname, Name (Year), *Original Title* ('Unofficial translation'), Country: Production Company.

**For example:**
Mehra, Rakesh Omprakash (2006), *Rang De Basanti* ('Colour it yellow'), India: ROMP.

**Citation:**
*Original Title* ('Translation') (Name of Director, Year)

*Rang De Basanti* ('Colour it yellow') (Mehra, 2006)

**Radio**

**Radio programme**

**Reference:**
*Title of Programme* (Year), Station, location, date and month, local time [as much as is available].

**For example:**
*Letter from America* (2002), BBC Radio 4, UK, 2 November, 8.45–9.00 p.m.

**Citation:**

**Radio drama (by episode)**

**Reference:**
‘Episode Title’ (Year), *Title of Programme*, Station, location, date and month, local time.

**For example:**

**Citation:**
(‘Reality Bites for Fallon’ 2018)
Online Reference:
Title of Programme (Year), Station, location, date and month, local time, URL. Accessed date.
‘Episode Title’ (Year), Title of Programme, Station, location, date and month, local time, URL. Accessed date.

For example:

Citation:
(Parklive 2015)

Screenplays Reference:
Surname, Name (Year), Title, draft number [if available], screenplay, City: Production Company.

For example:
Mayer, Carl (1927), Sunrise: A Song of Two Humans, 2nd draft, screenplay, Los Angeles: Los Angeles Film Corporation.

Citation:
(Mayer 1927: 3)

Unpublished Reference:
Surname, Name (Year), Title, unpublished screenplay.

For example:

Citation:
(Smith 2016: n.pag.)

Television episode Reference:
‘Episode Title’ (Date), director (dir.), Series Title, Season number Episode number (date and month, Country: Production Company).

For example:

Citation:
('Episode Title’ Year)
('Blood of My Blood’ 2016)
Note: if you would like to cite the production company, set a comma after the date.
('Blood of My Blood’ 2016, HBO)
**Television series**

**With end date**

**Reference:**

*Title* (Year–Year, Country: Production Company).

*For example:*


**Citation:**

*(Firefly 2002–03)*

See ‘Television episode’ (page 26) for citing production company as well as broadcast years.

**Ongoing**

**Reference:**

*Title* (Year–present, Country: Production Company).

*For example:*

*Game of Thrones* (2011–present, USA: HBO).

**Citation:**

*(Game of Thrones 2001–present)*

See ‘Television episode’ (page 26) for citing production company as well as broadcast years.

**Several versions/translations**

**Reference:**

*Original Title* (Translated/Alternative Title) (Years, Country and Country: Production Company and Production Company).

*For example:*


**Citation:**


See ‘Television episode’ (page 26) for citing production company as well as broadcast years.
5. ELECTRONIC SOURCES AND NEW MEDIA

Quotations from non-text-based media (i.e. film, music, DVD, television, vlog, radio, artwork), do not require reference to a page number within the citation. Quotations from text-based media (i.e. websites, blogs), should be cited using a page number, or n.pag. for clarity.

Websites
Websites and blog names are set in roman, title case with no quotation marks. If citing the entire website, rather than a specific article with a separate author, the website can appear as the author.

Reference:
Title of Website OR Surname, Name (Year), ‘Title of webpage’, Website title, date and month, URL. Accessed date.

For example:

Citation:
(Francois Ozon Official Website 2016: n.pag.)
(Gevinson 2016: n.pag.)

Blog
Reference:
Surname, Name (Year), ‘Title of blog entry’, Blog title, date and month, URL. Accessed date.

For example:

Citation:
(Kermode 2017: n.pag.)

Blog comments
Reference:
Surname, Name OR Screen name (Year), ‘Comment: Title of blog entry’, Blog title, comment date and month, URL. Accessed date.

For example:

Citation:
(Chelsea 2014: n.pag)

Video/vlog
Reference:
Surname, Name OR Screen name (Year), ‘Video/vlog title’, Platform title, date and month, URL. Accessed date.
For example:

Citation:
(Sugg 2016)

Facebook

Reference:
Surname, Name OR Group page (Year), ‘Facebook post’, Facebook, date and month, URL. Accessed date.

For example:

Citation:
(Solomons 2013: n.pag.)
(ruangrupa 2016: n.pag.)

Twitter

Reference:
Surname, Name (Twitter handle) (Year), ‘Tweet text’, Twitter, date and month, URL. Accessed date.

For example:

Citation:
(Delaney 2016: n.pag.) OR (@RichardDDelaney 2016: n.pag.)

Video game/app

Reference:
Developer (Year), Title, City: Developer/Publisher.

For example:
Bethesda Game Studios (2008), Fallout 3, Rockville, MD: Bethesda Softworks.

Citation:
(Developer, Year). Note use of comma.
(Linden Lab, 2003)

Podcast

See ‘Radio’ (page 25).

Reference:
Title of Podcast (Year), ‘Episode Title’, Broadcaster/Production Company [if available], location, date and month, URL. Accessed date.
For example:

Citation:
(The Guilty Feminist 2019)

YouTube video
See ‘Video/vlog’ (page 28).

Google Earth
Reference:
Google Earth version [if available] (Year data released), Image location, coordinates, elevation, URL. Accessed date.

For example:

Citation:
(Google Earth 6.2 2012)

6. MUSIC AND PERFORMANCE

For all music references, the band name can replace the name of the recording/performing artist or composer. For performance references, name of the company can be used when there is no director/choreographer information available. Quotations from non-text-based media (i.e. film, music, DVD, television, vlog, radio, artwork), do not require reference to a page number within the citation.

CD/disk media
Reference:
Title of Publication (Year), City: Producer/Publisher/Distributor.

For example:
The Official DSA Complete Learner Driver Pack (2006), London: TSO.

Citation:
(The Official DSA Complete Learner Driver Pack 2006)

Song/composition
Song titles should be in title case within single quotation marks. Album information should be provided if available.

Reference:
Recording Artist OR Composer Surname, Name (Year), ‘Title of Work’, composed by Artist Name [if different from recording artist], Title of Album, Format, City: Label.

For example:
Carlton, Vanessa (2002), ‘Paint it Black’, composed by M. Jagger and K. Richards, Be Not Nobody,
CD, Santa Monica, CA: A&M Records.

**Citation:**
(The Rolling Stones 1966)  
(Carlton 2002)

**Album**

**Reference:**
Artist Surname Name  (Year), *Title of Album*, Medium, City: Label.

*For example:*

**Citation:**
(Bowie 2016)

**Lyrics**

See 'Song/composition' (page 30).

**Scores**

See ‘Song/composition’ (page 30). Scores may also have editor information.

**Reference:**
Surname, Name (Year), ‘Title of Score’ (ed. Initial. Surname), score, City: Publisher.

*For example:*

**Citation:**
(Mozart 1969: 3)

**Live performance**

**Play**

**Reference:**
Director Surname, Name (dir.) (Year of performance), *Title of Performance*, Name of Playwright, Performing Company, location, date and month of performance/date range.

*For example:*

**Citation:**
(Note use of comma.  
(Bell, 2011)

**Dance**

**Reference:**
Choreographer Surname, Name (Year of performance), *Title of Performance*, Performing Company, location, City, date and month of performance/date range.

*For example:*
Citation:
Note use of comma.
(Page, 2009)

Music
Reference:
Performing Artist OR Composer Surname, Name (Year of performance), ‘Title of Composition/Song’, live performance, composed by Artist Name [if different from performing artist], location, date and month of performance/date range.

For example:

Citation:
(The Pixies 2010)

Music festival/tour performance
Reference:
Artist Name (Year), Festival Title/Tour Title, location/s, date and month of performance/date range.

For example:
Parton, Dolly (2014), Glastonbury Festival, Worthy Farm, Pilton, UK, 22 June.

Citation:
(Beyoncé 2016)
(Parton 2014)

7. VISUAL ARTS

Quotations from non-text-based media (i.e. film, music, DVD, television, vlog, radio, artwork), do not require reference to a page number within the citation.

Artworks
It is not compulsory to include artworks in the reference list. If included, the following information should be provided. Artwork titles are in italics, title case.
See ‘Captions’ (page 4).
Reference:
Artist Surname, Name (Year), Title, City: Gallery/Museum or Collection.

For example:

Citation:
(Monet 1899)
Exhibitions
Reference:
Exhibition Title (Year), Gallery/Museum/Institution Name, City, date range [if available].

For example:

Citation:
(Exposition Internationale du Surrealisme 1938)

Exhibition catalogue
Reference:
Surname, Name (Year), Exhibition Title, exhibition catalogue, Gallery/Museum/Institution Name, City, date range.

For example:

Citation:
(Cakirkaya 2013: 16)

If no author available
Reference:
Exhibition Title (2013), exhibition catalogue, Gallery/Museum/Institution Name, City, date range.

For example:

Citation:
(Close Quarters 2013: 27)

Installations
Reference:
Artist Surname, Name (Year), Title, installation, Gallery/Museum/Institution Name, City, date range.

For example:
Serra, Richard (1968), Splashing, installation, Castelli Warehouse, New York, 1 January–1 April.

Citation:
(Serra 1968)

Fashion collections/shows
It is not compulsory to include fashion collections or shows in the reference list. If included, the following information should be provided:
Reference:
Designer Surname, Name OR House (Year launched), Title.

For example:
McQueen, Alexander (2015), Spring 2016 Ready-to-Wear.

Citation:
(McQueen 2015)
8. UNPUBLISHED WORKS

**Forthcoming work**
If date is unknown, (forthcoming) can be used on its own. If the publication date is known, this should be listed after ‘forthcoming’.

**Reference:**
Surname, Name (forthcoming Year), Title, City: Publisher.

*For example:*
Millard, Kathryn (forthcoming), ‘The universe is expanding’, *Journal of Screenwriting*.

**Citation:**
(Jennings forthcoming 2020: n.pag.)
(Millard forthcoming: n.pag.)

**In-house publication**

**Reference:**
Organization/Institution (Year), *Title of Work*, medium/format, City: Publisher.

*For example:*

**Citation:**
(Intellect 2015: 5)

**Self-published work**

Self-published works can be referenced using the author’s name in place of publisher.

**Reference:**
Surname, Name (Year), *Title of Work*, City: Author Name.

*For example:*

**Citation:**
(Leadbeater 2017: 17)
PREFERRED SPELLINGS

We follow standard UK English, using the Oxford English Dictionary or the Oxford Dictionary for Writers and Editors as our main sources of reference. If in doubt, please consult one of these texts.

Please note that there is a preference for ‘ize’ over ‘ise’ endings (e.g. ‘organize’, ‘globalize’) in cases where both are correct under UK English. There is a list of common exceptions at the end of the Preferred Spellings list.

a

a priori (no italics)
Academe
Act 1, Act 2
ad hoc (no italics)
African American (no hyphen even when attributive)
aka
Al-Jazeera
Al-Qaeda
a.m.
anglophone (all lower case)
anime
12ème arrondissement
artwork (all one word)
audio-visual
auteur, auteurism, auteurist (no italics)
Autonomous Communities (of Spain)

b

BA (Bachelor of Arts, a bachelor’s degree)
biotechnology
biofertilizer

Cahiers du Cinéma (in italics, two initial caps)
Channel 4, Channel 5
Chapter 1, Chapter 2 (in body text)
coexist
Cold War
commonplace
communism, communist (all lower case except when referring to the Marxist-Leninist political system)
Communist Party
cooperation
coordination
co-production
copy-edit (v.) / copy-edited (adj.)
copy editor
cultural studies

d

de rigueur (no italics)
DJ

e

Easter Uprising (Ireland)
eastern
e-book
e-mail
Estado Novo (no italics)
et al. (no italics)
Eurocentric
extratextual

f

fascist, fascism (all lower case except when referring to Italian Fascist Party)
fellowships
Fifth Generation Chinese film directors
filmmaker, filmmaking
film noir, films noirs (plural) (no italics)
film school environment
First World War (rather than ‘World War I’)
focused
folk tale (two words)
francophone (all lower case)
là francophonie
Fredric Jameson (not Frederic nor Frederick)
further education (all lower case)

g

geopolitical
glasnost (lower case, no italics)
The Guardian
guest-edit (v.) / guest-edited (adj.)
guest editor

h

Hezbollah
higher education (lower case)
hip hop
Hispanist
Home Rule

i
iberian peninsula
inter-colony, inter-colonial
Internet (capital ‘I’) and Intranet
interrelationship
intertextual
inter-war
intifada (lower case)

j
jouissance

k

l
Labour Party (UK)
Labor Party (Australia)
Latin American (no hyphen)
life cycle, life form
lifespan, lifestyle
Luso-Brazilian
lusophone (all lower case)

m
MA (Master of Arts, a master’s degree)
Maghreb
marketplace
Mass (said Mass, hear Mass. i.e. Catholic term)
master’s degree
McGuffin
media studies (all lower case) unless the name of a specific examination or qualification (e.g. BA Media Studies)
media (should always be treated as plural)
MFA
micro-organism
micro-organization
mise en abyme (in italics)
mise en scène (in italics)
M.Sc.
multi-centred
multi-layered
multimodal
multinational
multiracial
multi-screen, multi-storey

n
n.d. (for ‘no date’)
n.pag. (for ‘no page’)
nation state (no hyphen)
nationwide
neo-liberal
New Wave (but see nouvelle vague below)
the New York Times (no italics on ‘the’)
northern
nouvelle vague (in italics, lower case)

o
off-screen
offstage (all one word, no hyphen)
online
on-screen
onstage
op. cit.
outdate

p
par excellence (no italics)
peer-reviewed (adj.)
peer review (n.)
peer reviewer (n.)
per se (no italics)
Ph.D.
1 p.m.
policy-making, policy-maker
postcolonial
postmodern
post-structural, post-structuralism
practice as research
prerequisite
public service broadcasting

q

r
Radio 1, Radio 2
reinvention
(Laughton) Report, (but ‘the report’)
roman noir (in italics)

s
screenplay
screenwriter
scriptwriter
Second World War (rather than ‘World War II’)
September 11 or 9/11 (if referring to attack on the World Trade Center in 2001)
Sixth Generation Chinese film directors
smallholder
sociocultural
socio-economic
sociopolitical
southern
spaghetti western (lower case)
spiritualism
sync, synced

t

takeover
The Times (UK), but the New York Times
Transition to Democracy (the period just after the death of Franco in Spain)
tweet (lower case)
Twitter (upper case)

u

v

vice versa (no hyphen)
voice-over
Volume 1, Volume 2 (in body text)
vol. 1, vol. 2 (in references)
voodoo
vs.

W

War on Terror
webcam
website
western society
the West
World Trade Center (note US English spelling)
world-view

x

y

z

zeitgeist (lower case, no italics)
USING ‘IZE’ ENDINGS

We use ‘ize’ rather than ‘ise’ endings where both are generally acceptable. Please note that ‘yze’ endings are not used in UK English (‘analyse’, not ‘analyze’).

There are some words, however, where an ‘ise’ ending must always be used. Some common examples of these are listed below:

advertise
advise
appraise
arise
chastise
circumcise
comprise
compromise
demise
despise
devise
disenfranchise
disguise
denfranchise
enterprise
excise
exercise
improvise
incise
merchandise
premise
prise [open]
revise
supervise
surmise
surprise
televisé
ACCESSIBLE LANGUAGE

Last updated January 2019.

The recommendations below reflect current thinking on language for writing in the academic accessibility community. Certain words or phrases can reflect bias or negative attitudes towards disabled people, and in fact any identifiable group of people. Choosing language that is neutral, accurate and represents the preference of the groups to which it refers conveys respect and integrity.

Our accessible strategy is based on the social model of disability. Under social model thinking, the person has an impairment and is disabled by oppressive barriers of attitude, structures and environments in society. Disabled people are anyone with a long-term impairment who is oppressed and discriminated against because of these barriers. Not everyone uses the social model and that’s ok.

Visit Scope’s webpage on this link for more information about models of disability.

Words to use and avoid

There are many terms that are considered especially offensive to people with disabilities. Listed here are some tips that are specifically relevant for accessibility researchers. Avoid passive, victim words. Use language that respects disabled people as active individuals with control over their own lives.

<table>
<thead>
<tr>
<th>Avoid</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>(the) handicapped, (the) disabled</td>
<td>disabled (people)</td>
</tr>
<tr>
<td>afflicted by, suffers from, victim of</td>
<td>has [name of condition or impairment]</td>
</tr>
<tr>
<td>confined to a wheelchair, wheelchair-bound</td>
<td>wheelchair user</td>
</tr>
<tr>
<td>mentally handicapped, mentally defective,</td>
<td>with a learning disability (singular) with</td>
</tr>
<tr>
<td>retarded, subnormal</td>
<td>learning disabilities (plural)</td>
</tr>
<tr>
<td>cripple, invalid</td>
<td>disabled person</td>
</tr>
<tr>
<td>spastic</td>
<td>person with cerebral palsy</td>
</tr>
<tr>
<td>able-bodied</td>
<td>non-disabled</td>
</tr>
<tr>
<td>mental patient</td>
<td>person with a mental health condition</td>
</tr>
<tr>
<td>deaf and dumb, deaf mute</td>
<td>deaf, user of British Sign Language (BSL), person with a hearing impairment</td>
</tr>
<tr>
<td>the blind</td>
<td>visually impaired person, blind people, blind and partially sighted people</td>
</tr>
<tr>
<td>hearing impaired</td>
<td>D/deaf or hard of hearing. In some cases, the word Deaf is spelled with a capital D to refer to members of the Deaf Community. This would be appropriate if discussing a cultural issue. The use of deaf with the lower-case spelling more typically refers to a hearing loss and is appropriate if cultural issues are not part of the discussion topic.</td>
</tr>
<tr>
<td>an epileptic, diabetic, depressive, etc.</td>
<td>person with epilepsy, diabetes, depression or someone who has epilepsy, diabetes, depression</td>
</tr>
<tr>
<td>dwarf, midget</td>
<td>someone with restricted growth or short stature</td>
</tr>
<tr>
<td>fits, spells, attacks</td>
<td>seizures</td>
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