



# Transformations

## Style Sheet for Authors

### General

- ▶ UK English (-ise, -isation, -ising) for spelling and punctuation
- ▶ Titles: The title of record is in English, followed by the title in another language
- ▶ Section headings: number sections, including the introduction and conclusion; numbering style = 1 / 1.1 / 1.1.1 (do not indent)
- ▶ Paragraphs should be clearly identifiable
- ▶ Use footnotes, not endnotes
- ▶ Appendices: Appendix (main heading), then Appendix A, Appendix B, etc.; place after the bibliography
- ▶ Use metric measurements
- ▶ Treat [data](#) (and related variants, e.g. [paradata](#), [metadata](#)) as singular

### Figures and tables

- ▶ Figures and tables should be numbered and have a title in sentence case: [Figure 3: Title of figure](#). Titles belong in the text; do not include them as part of a figure or table.
- ▶ Titles for tables appear before the table; titles for figures appear after the figure.
- ▶ Additional information: for tables, place underneath the table; for figures, place after the title.
- ▶ Titles of works included in captions should be in title case and italicised, as usual
- ▶ In-text references: spell out figure (but fig. may be used in parenthetical references, e.g. [compare figures 4 and 5](#); [\(fig. 2\)](#))

### Bibliography

- ▶ This section is called [References](#)
- ▶ Follow *Chicago Manual of Style, 17th ed. (CMOS17)*; author-date style.
- ▶ Exception to CMOS17: For works by the same author(s), repeat author names instead of using 3 em-dashes

## Punctuation

- ▶ Spaced en-dash (The essay – first published in 1960 – addresses this question.)
- ▶ en-dash for date ranges (1947–1951) and page ranges (39–45)
- ▶ No serial (Oxford) comma unless needed for clarity
- ▶ Double inverted commas, single within (“the ‘new’ regime”)
- ▶ Block quote (indented) style for longer quotations; no inverted commas; full stop at end of quote
- ▶ Use “curly”/“smart” style for inverted commas and apostrophes; avoid “straight” style
- ▶ Superscript footnote markers come after punctuation marks (exception: the en-dash). They may appear within brackets if referring to a specific element in the sentence.

## Capitalisation

- ▶ Title case for titles of published books, magazines, journals, films, exhibitions, etc. (including after colons): [Focus on the Art Market](#)
- ▶ Sentence case for headings and subheadings: [Focus on the art market](#)
- ▶ References to sections, figures, tables, etc. are lowercased: [see the discussion in section 2](#)
- ▶ Capitalise computing terms when they refer to a specific and well-known tool, process, vocabulary or protocol, e.g. [Linked Open Data](#), [Named Entity Recognition](#), [Application Programming Interface](#), [Large Language Model](#). Generic terms like [data modelling](#), [machine learning](#), can be lowercase.
- ▶ Historical periods are usually lowercase (e.g. [early modern](#)), though there are exceptions (e.g. [Middle Ages](#), see [CMOS17](#), 8.73)

## Type style (italics vs. roman)

### Italics

- ▶ Titles of published books, magazines, journals, films, exhibitions, etc.: italics, no inverted commas
- ▶ Any foreign words provided for information should be in italics: e.g. [tenor voice in the G-clef with \*ottava bassa\*](#)
- ▶ Do not use italics for emphasis

### Roman

- ▶ Titles of published articles and book chapters: roman text with inverted commas
- ▶ Project names: roman, capitalised (title case), no inverted commas (e.g. [the \*Beyond Translation\* project](#))
- ▶ Foreign words that are well known in English and/or appear in a trusted dictionary (*OED* or *Webster’s*) are written in roman.

- ▶ For software commands and tools use Courier New, 11 pt., roman, no caps (e.g. `align`, `<sourceDesc>`)
- ▶ Algorithm names should be in roman
- ▶ Latin abbreviations such as *et al.*, *ibid.*, *e.g.*, *i.e.* appear in roman

## Numbers

- ▶ Spell out (one to nine), write as a number for 10 onwards (unless round multiples of a thousand, for example *ten thousand*)
- ▶ Spell out ordinals (*thirty-sixth*), unless over a thousand (*2,600th anniversary*)
- ▶ Numerals for dates (*10 January*), years (*1771*) and units of measure (*100 kilometres*)
- ▶ Spell out centuries (*nineteenth century*), unless in the footnotes (*19th century*)
- ▶ Space between numerals and abbreviated measurements (*100 km*), but not symbols like %, € (*30%*, *€15,000*)
- ▶ Percentages, whether accompanied by % or the word ‘percent’, should always be numerals
- ▶ Page ranges can be elided (*139–41*) but years cannot (*1941–1945*)

## Abbreviations / acronyms

- ▶ Spell out acronyms at first mention (but do not introduce an acronym if it is not used again)
- ▶ Use lowercase when spelling out an acronym unless other capitalisation rules apply, e.g. *cultural heritage (CH)*, **not** *Cultural Heritage (CH)*; but *Large Language Model (LLM)*