



Sooke Writers' Collective

SWC Anthology Style Guide

Please review – if you have any questions please email write@sookewriters.com

Spelling

Consistency is key. Guide is The Canadian Oxford Dictionary.

- *our* ending such as colour, humour, labour - however use the spelling of US place names such as Pearl Harbor.
- *re* in words like centre, theatre, metre.
- single *l* for nouns like enrol, enrolment, fulfil and fulfilment.
- double *l* for verbs like travelling, counselled and labelled.

Italics

- Italics for the names of books, newspapers, reports, movies, plays, but quotation marks for chapters, poems, articles. (“Dogs are Better Than Cats” in this week’s *Economist*.)

Abbreviations for acronyms and initialisms

- Caps and no periods. TV, CUSO, NATO, YMCA, CBC, BC, US. In some publications geographical locations contain periods (B.C., U.S.) Either is fine, as long as the use is consistent throughout.
- Periods when writing initials. C.S. Lewis, C.E.M. Winstanley (unless the style is intentional and specific. dl clay, DK Eve.)

Apostrophes

- Don't use in plural forms. (MPs, not MP's. 1900s, not 1900's.)
- Do use to indicate possession. The MPs' salaries, the cat's pyjamas.

Numbers

- Spell the word percent. 2.6 percent, 70 percent, 9-90 percent. Smaller numbers in the company of larger ones are expressed in a complementary way - the percentages were 40, 12 and 130. The two herding jobs call for fourteen and three hundred dogs, respectively.

Dates

- 1988-89, the 1900s, the nineties. Abbreviation of 1990s is '90s, not 90's.

Quotation marks

- double quotation marks for quoted material and to introduce terms. Use single quotation marks only for a quote within quotation marks.
- commas and periods go inside final quotation marks. Question marks, exclamation points, colons and semicolons not part of the quoted material are placed after final quotation marks.