OENO One editorial guidelines

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Writing the guide

As part of our ongoing system enhancement, the *OENO One* editorial team strongly encourages you to read this spelling and typography document and to follow these recommendations. These standards aim to guarantee the quality of editorial work for all by insisting on harmonisation and consistency of an article for a clear and clean result.

Please note that in this guide, bold is used to draw attention to certain elements and to highlight what is explained in the examples.

About *OENO One* articles

The role of the copyeditor

Copyeditors are asked to work on the editorial aspect of the article and to correct typo, the spelling and typographical standards of the guide without interfering with the scientific analysis work carried out upstream by the reviewers and associate editors. The copyeditor gets involved only once the article has been accepted.

Supplementary data are evaluated by the reviewers, but are not revised by the copyeditors.

The copyeditor does not contact the authors directly. They have to contact the production assistants or the editorial manager who will forward the requests to the authors, and vice versa.

Text modification after acceptance

The data, methods, conclusions and values cannot be modified once the article has been accepted by the associate editor without going through the peer-review stage again.

The text may not be rewritten once the author has accepted the copyedited version. However, a tolerance is accepted for very minor changes to the form of the text.

If the copyeditor notices any substantive errors in the text at the copyediting or production stage, he/she can warn the editorial manager who will check with the associate editor. If these are found to be affecting the article, the article will have to be resubmitted and undergo the peer-review process.

Article language

The article must be written in **British English (UK)** only.

This guide is based on the spelling standards of the English-speaking world, in particular *The Oxford Guide to Style*[1], but also other important spelling[2] and standards spelling specific to the journal.

All corrections must be **harmonised** (do not mix different possible rules within the same article).

Document to be supplied

OENO One articles are submitted and managed *via* the Open Journal Systems (OJS) platform (editorial workflow management tool). All files must be submitted via this platform for all users.

The files to be supplied are editable text or spreadsheet documents (text documents [.docx) or tables [.xls]).

All corrections must be made with **track changes** and **comments**.

The maximum file size is **40 MB**. Files larger than this will not be supported by the platform.

Plagiarism and AI detection

Articles are checked for similarity (plagiarism) and the use of texts generated by Artificial Intelligence (AI generative tools) as soon as they are submitted. The software used for this procedure is Compilatio Copyright Plus© software.

OENO One wishes to guarantee the authenticity and originality of its publications. The reports generated will be reviewed by the editorial team in charge. In case of doubt, the editors will contact the authors. Please note that every report provided by Compilatio Copyright Plus© will be subject to human interpretation by the journal manager, without setting a precise percentage threshold for non-compliance.»

Rules specific to *OENO One*

Article formatting

A Word template file for authors, which indicates the formatting style required for submissions, is attached to these instructions.

It is critical to keep the **same styles** of text as defined in the author's template.

It is also important to leave the **line numbers activated** in the document.

Text style

The **styles** in the Word document must be applied.

[1] Ritter, R. M., & Hart, H. (2002). *The Oxford Guide to Style*. Oxford University Press, USA.
[2] *Lexique des règles typographiques en usage à l'Imprimerie nationale*. (2002). Imprimerie Nationale.

The title of the article should have "**Title**" as style.

The titles of main chapters (Abstract, Introduction, Materials and methods, Results, Discussion, Conclusion, Acknowledgments, References) should have "**Heading 1**" as style and written without number:

- **M**aterials and **m**ethods

The subtitles should have "**Heading 2**" as style and with number:

- **1. S**ubtitle

The sub-subtitles should have "**Heading 3**" as style and with number:

- **1.1. S**ub-subtitle

Titles in OENO One articles are **capitalised for the first term**, the others are lower-case, except for proper names or specific nomenclature:

- **M**aterials and **m**ethods;
- **S**tudy of the **C**abernet franc grapevine variety

It should also be noted that throughout the article, the following words are capitalised:

- **F**igure; **T**able; **E**quation

Small capitals are not permitted.

Content

The content (main text), authors names, keywords, affiliations, references should have **Normal** as style.

Authors' first and last names must be spelled out in full.

- Jean Dupont
  Affiliation of Jean Dupont, Country

The entire article must have **no fields**.

Equation

The equations are written in Word, they are **not pictures**. They must be inserted using **Word's equation generator**.

Equations not integrated into the body of the text and **placed on the line** must be numbered in brackets:

- $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ **(Equation 1)**

Tables and Figures

Headings, styles and punctuation

The figures and the tables titles should have **Heading 5** as style and placed under figures and tables (see "Word template file for authors").

The figures and the tables legends/footnotes should have **Heading 7** as style and placed under figures and tables.

The title and caption of figures and tables end with a **full stop**. The number of the figure or table and its title are separated by a **full stop**:

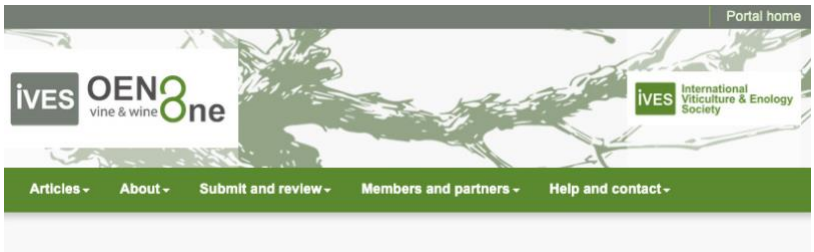

Figure **1.** Title of the figure**.**

If there are several figures or tables cited at the same time, use "**and**" to link them, including the plural if necessary:

- **F**igure**s** 2 **and** 4**, T**able**s** 3 **and** 4
- **F**igure 2 **and T**able 4
- **F**igure**s** 2 **and** 4**, T**able 4

Rules for tables

Tables must be **Excel format** and not pictures. The alignment, appearance and formatting of the tables must not be altered. This will be handled by the production team.

The **bold** in the table must be retained.

If there are **colours** in the table necessary for the article, the table will be an image.

If **images** are inserted in the table: check that they are large enough and legible enough. If not, please warn the production team and editorial manager. They will take care for next.

Rules for figures and graphics

Figures and graphics must be in **JPEG format**. Images are no larger than **2400 pixels** by **1800 pixels** and **25 MB.**

Figures must be **proofread and corrected**. Corrections must be submitted taking care not to alter the figure if it is editable.

If the images are illegible, corrupted, truncated or otherwise, the copyeditor should **alert** the production team or the editorial secretary. They will contact the authors so that the correct figure can be provided.

References

References must be in **APA 7th edition** format.

The author's name and the date must not be separated, a **non-breaking space** must be added. As the unbreakable hyphen is not taken into account by the OJS conversion module, the **breakable hyphen** is used for author names. If an author has several names, a **non-breaking space** is needed to link them.

It is important to remember to **italicise** *et al.* with **non-breaking spaces** (° is the mark of a non-breaking space):

- Nom°*et*°*al.,*°20XX

Do not add a full stop at the end of the **URL**.

In References, bibliographic references should be listed **alphabetically** and APA 7th edition style with **DOI** is mandatory (with DOI when available). The consistency of the references between main text and the bibliography will be handled by the production team.

Please refer to the table below.

Author type	Parenthetical citation	Narrative citation	Example of bibliography
One author	(Name, 2024)	Name (2025)	Name, A. (2024). Title of the document. *Journal, 16,* 491-498. https://doi.org/xxxxxxxxx
Two authors	(Name1 & Name2, 2019)	Name1 and Name2 (2016)	Name1, A. & Name2, B. (2019). Title of the document. *Journal, 21*(1), 57-75. https://doi.org/xxxxxxxx
Three or more authors	(Name1 *et al.,* 2022)	Name1 *et al.* (1999)	Name1, A., Name2, B., & Name3, C. (2022) Title of the document. Journal, 21(1), 57-75. https://doi.org/xxxxxxxxxxx
Organization	(IVES, 2020)	IVES (2020)	IVES (2020) Title of the document. https://doi.org/xxxxxx
Two different citations with same name of first author and year. The order of the references is alphabetical regarding the title or following authors.	(McIves *et al.,* 1998a; McIves *et al.,* 1998b)	McIves *et al.* (1999a) and McIves *et al.* (1999b)	McIves, A., Name2, B., & Name3, C. (1998a). Title A. *Journal, 21*(1), 57-75. https://doi.org/xxxxxxxxxxx McIves, A., Name2, B., & Name3, C. (1998b). Title B. *Journal, 21*(1), 57-75. https://doi.org/xxxxxxxxxxx

Spelling and typographical rules

Science and geography

Grape varieties

For grape varieties **derived from their French name**:

Capital letter for the main term, capital letter for adjectives preceding the main term, capital letter for terms derived from geographical areas:

- **C**hardonnay, **P**etite **A**rvine, **M**uscat de **H**ambourg…

Lowercase adjectives after the main word:

- **S**auvignon **b**lanc, **P**inot **n**oir…

Please note:

- **C**abernet-**S**auvignon
- **G**amay **F**réaux

For grape variety named **from other languages**:

All terms are capitalised:

- **M**alvasía **A**romática, **M**aturana **B**lanca

Non-exhaustive list of grape varieties:

Aglianico / Albariño / Cabernet franc / Cabernet-Sauvignon / Cannonau (Grenache) / Catarratto / Chardonnay / Chasselas / Corvina / Doral / Gamay / Gamay Fréaux / Garnacha Blanca (Grenache blanc) / Grillo / Malbec / Maturana Blanca / Merlot / Montepulciano / Müller-Thurgau / Nebbiolo / Nerello Mascalese / Nero d'Avola / Petite Arvine (Arvine) / Petit Verdot / Primitivo (Zinfandel) / Raboso Piave / Sagrantino / Sangiovese / Sauvignon blanc / Syrah / Tempranillo / Tempranillo Blanco / Teroldego / Touriga Nacional / Trebbiano / Viura (Macabeu)

Botanical nomenclature (fungi, yeasts, plants, algae)

Scientific names are written in **italics** at all taxonomic levels.

The first term is also capitalised.

Scientific **abbreviations** are written in Roman.

- The cultivated vine belongs to the kingdom ***P**lantaede*, order ***R**hamnales*, family ***V**itaceae*, genus ***V**itis*, species ***V**itis **v**inifera* **L.**
  There are two subspecies: ***V**itis **v**inifera* **subsp.** ***s**ylvestris* and ***V**itis **v**inifera* **subsp.** ***V**inifera*.
  There are several varieties, for example: ***V**itis **v**inifera* **var.** *estivalis* (Michx.) Kuntze.
- Abbreviation **sp. nov.** for *species nova*.

Zoological nomenclature (bacteria, animals, viruses)

Scientific names are written in **italics** starting with the genus, species and subspecies.

- Kingdom to Order (kingdom, phylum, class and order): capital letter; ending in -a:
  - Kingdom: **A**nimalia / Order: **H**ymenoptera
- Superfamily: capital letter; ending in -oidea:
  - **V**espoidea
- Family: capital letter; ending in -idae:
  - **V**espidae
- Subfamily: capital letter; ending in -inae:
  - **V**espinae
- Tribe: capital letter, ending in -ini:
  - **V**espini
- Genus: italic; capital letter:
  - ***V**espa*
- Species: italic; capital letter for the genus but not for the species:
  - ***V**espa **c**rabro*
- Subgenus: after the genus; italics; between brackets; upper case:
  - *Anthophora **(P**yganthophora**)** retusa meridionalis* Pérez, 1879
- Subspecies: after the species; italic; not capitalised. Caution, this may change the descriptor name:
  - Genus: ***C**anis* / Species: ***l**upus*
    Subspecies: ***C**anis **l**upus **l**upus*, ***C**anis **l**upus **o**ccidentalis*, ***C**anis **l**upus **a**rctos*…

Abbreviations are in Roman characters, even if they are derived from Latin:

- *Lasius* **sp.**

Lists of chemical elements

Here is a non-exhaustive list of the chemical elements involved in the disciplines covered in our newspapers[3].

Symbol	Element
Al	Aluminium/ Aluminum
As	Arsenic
B	Boron
Ca	Calcium
Cd	Cadmium
C	Carbon
Cl	Chlorine
Cu	Copper
Fe	Iron
H	Hydrogen
He	Helium
Hg	Mercury
K	Potassium
Mg	Magnesium
Mn	Manganese
N	Nitrogen
Na	Sodium
O	Oxygen
P	Phosphorus
Pb	Lead
S	Sulfur
Zn	Zinc

[3] In accordance to the International Union of Pure and Applied Chemistry (IUPAC).

Greek alphabet

Here is a complete table of the non-exhaustive Greek letters used in our newspapers. Be sure to use the unicode versions of “Times” or “Times New Roman” fonts and not the “Symbol” font.

Upper case	Lower case	Letter		Upper case	Lower case	Letter
A	α	alpha		N	ν	nu
B	β	beta		Ξ	ξ	xi
Γ	γ	gamma		O	ο	omicron
Δ	δ	delta		Π	π	pi
E	ε	epsilon		P	ρ	rho
Z	ζ	zeta		Σ	σ	sigma
H	η	eta		T	τ	tau
Θ	θ	theta		Y	υ	upsilon
I	ι	iota		Φ	ϕ	phi
K	κ	kappa		X	χ	chi
Λ	λ	lambda		Ψ	ψ	psi
M	μ	mi		Ω	ω	omega

Writing chemistry

The chemical characters are invariable and use the following nomenclature and list of chemical elements.

Writing the valency in **subscript**:

- $6H_2O$; $6CO_2$ …

Writing isotopes as **exponents**:

- ^{12}C; ^{14}C; ^{238}U; …

Geography

Cardinal points

Latitude: **N** (north), **S** (south), between 0° and 90°.

Longitude: **E** (east), **W** (west), between 0° and 180°.

When **directions** are abbreviated, there are no period and the separation is marked by an en dash with no space:

- NNW–SSE

North, south, east and west are **capitalised only** if they are included in the official names for physical geography and human geography (administrative):

- **N**orthern Ireland; **n**orthern England

Geographical coordinates are given in degrees (°), minutes ('), seconds ("), in the order **N**, **S** and **E**, **W**, the letter not being followed by a dot and the symbol being stuck to the number. You should avoid separating coordinates with a line break, as the only acceptable break is after a letter:

- 40**°** 42**'** 30**" N** 74**°** 1**'** 15**" W**
- 40° 42' 30" **N**
  74° 1' 15" W

Seconds can be given as a **decimal fraction** to reduce length, with the minute symbol used, always without a space:

- 40° 42.5**'** N 74° 1.25**'** W

Maps

Check the orientation (represented by a compass or arrow pointing north), otherwise north is at the top of the map; the scale and the legends.

Names

Names of **peoples**, **inhabitants** of a town, **languages**, etc., are capitalised:

- He lives in **F**rance; She speaks **E**nglish

Geographical areas (physical or human geography) are capitalised in all cases **except** for articles and prepositions, unless otherwise indicated. As far as possible, refer to the official name of the place:

- Great Salt Lake; Mount Kilimanjaro

Numbers, mathematics and measurement

Writing numbers

Numbers are written in Arabic numerals (except measurement numbers).
Digits (from 0 to 9) are written in full:

- I have **three** friends; I ate **six** apples... → I have **11** friends; I ate **18** apples...

On the other hand, if it is a list containing digits and numbers, it must be harmonised in Arabic numerals:

- ~~I have nine cats and 11 dogs~~ → I have **9 cats and 11 dogs**

If the quantity is indefinite or very large, it must be written out in full:

- **Tens** of **thousands** of years ago...

Measurements are written in Arabic numerals:

- **3** kg, **6.2** ml, **12** h…

Be sure to write **decimals** and **thousands** correctly:

- For separating **numbers** and **decimals**: a **point** → 379.27
- For separating **thousands** and **hundreds**: a **comma** → 19,020
- Also, large numbers are separated by commas → 5,288,756.90 $

Numbers cannot be abbreviated:

- The ~~1914-18~~ war → The **1914–1918** war
- There was between ~~6 and 7000 fishes~~ → There was between **6000 and 7000 fishes**.

Fractions are written with a slash:

- 1/2 **or** ½; 2/3 **or** ⅔; etc.

Ordinals

The **abbreviations** are not superscript and are as follows:

- First → 1**st**
- Second → 2**nd**
- Third → 3**rd**
- Fourth → 4**th**
- Fifth (~~fiveth~~) → 5th
- Eighth (~~eightth~~) → 8th
- Ninth (~~nineth~~) → 9th
- Twelfth ((~~twelveth~~) → 12th

In the body of the text, write **in full**:

- first, second(ly), third(ly), fourth(ly)

From the **twenty-first onwards**, don't forget the hyphen:

- twenty-first → 21st

Roman numerals

Arabic numbering	1	5	10	50	100	500	1000
Roman numbering	I	V	X	L	C	D	M

- 1984: MCMLXXXIV

Centuries end in -th, -st, -nd, -rd:

- the nineteen**th** century

We prefer to write century in full, but its **abbreviated** form is c. or cent.:

- 14th **c.** or 21st **cent.**

When century is used as an **adjective**, the hyphen is retained in the abbreviated form:

- Seventeenth-century furniture → 17th-c. furniture

Dates, years and durations

Days and months are capitalised:

- **T**uesday; **J**anuary

No -th, -st, -nd, -rd after date figures **except** 1st

- 13 April **or** April, 13

The -th, -st, -nd, -rd are only possible if **the** is used:

- On April **the** 13**th**

Between two dates/months, there is an en dash:

- 1920**–**1930

Make the difference between 24 hours and 24-hour:

"24 hours" is used to talk about the **duration** of something:

- The event lasted for 24 hours.

"24-hour" is used as an adjective to describe something that refers to a **whole day**:

- The store is open 24-hour.

Mathematical signs and statistical notations

Use the correct mathematical signs:

- Use the mathematical minus sign, no space: –20
- Use the mathematical multiplication sign: ×
- Use the mathematical plus or minus sign: **±**

Write the statistical notation correctly:

- In probability, the **p** is in italics: $p > 0.5$
- In probability, the **n** is in italics: $n = 8$

Units of measurement

Measurements are defined by the International Bureau of Weights and Measures (BIPM)[4] and the International System of Units (SI)[5], and are available either abbreviated or in full. They always have the same form, and are not capitalised (with some exceptions), pluralized or abbreviated.

Note that the **plural** starts at 2:

- **1,9** kilogramme; **2** kilogramme**s**

If the measure digit is **spelled out in full**, then the unit is also spelled out in full:

- ~~eight kg~~ → eight **kilogrammes**

Note that the **p** is italicised in the unit: ***p***-value

[4] https://www.bipm.org/en/
[5] https://www.bipm.org/en/measurement-units

Non-exhaustive list of commonly used units:

Type		Symbol	Example
Length	meter	m	10 m 10 meters
Mass	kilogramme	kg	56 kg 36 kilogrammes
Amount of substance	mole	mol	17 mol 2 moles
Force	newton	N	1 N 2 newtons
Mass (liquid)	litre	l or L	10 l or 10 L 3 litres
Time	second	s	1 s 60 seconds
Time	minutes	min	60 min 7 minutes
Time	hours	h	17 h 3 hours
Time	days	d	1 d 2 days
Angle measure	degree	°	10°
Angle measure	second	'	17'
Angle measure	minute	"	75"
Degree	Celsius	°C	17 °C
Degree	Fahrenheit	°F	248 °F
Degree	Réaumur	°R	80 °R

Prefixes for multiples and submultiples of units

Multiple			Submultiple		
deka	da	10	deci	d	10^{-1}
hecto	h	10^{2}	centi	c	10^{-2}
kilo	k	10^{3}	milli	m	10^{-3}
mega	M	10^{6}	micro	µ	10^{-6}
giga	G	10^{9}	nano	n	10^{-9}
tera	T	10^{12}	pico	p	10^{-12}
peta	P	10^{15}	femto	f	10^{-15}

Degree measurements

Temperatures

The **degree symbols** are preceded by a non-breaking space.

- Degree Celsius: °C → 10 **°C**
- Degree Fahrenheit: °F → 212 **°F**
- Degree Réaumur: °R → 80 **°R**

Angle measurements

Angles are written in degrees, minutes and seconds:

- A point located at 45**°** 13**'** 18**"** north latitude

Brix degree and **Baumé degree**, both systems use the following nomenclature (preceded by an unbreakable space with a measurement):

- **°B**; 23.6 **°B**

Alcohol content

This measurement is expressed in °, without an unbreakable space:

- A wine at 10**°**; a liqueur at 45**°**5...

Titles

Works titles

Titles of works and journals are capitalised first, then all words that follow are also capitalised **except** articles and prepositions:

- ***A** Confederacy **o**f **D**unces*

They are italicised, **except** for sacred books, chapter titles, article titles, single songs and tracks on albums and CDs, and titles in series where each volume has an individual title:

- *The New Yorker*; Clarendon Aristotle Series → *Aristotle: De Anima*

Trade fair and congress

The names of trade fairs and congresses are capitalised first, then all the words that follow are also capitalised **except** for articles and prepositions. The numbers are in Arabic numerals followed by -th, -st, -nd, -rd:

- **T**he **23rd** GIESCO (congress); **T**he **23rd I**nternational **C**ongress **o**f **N**utrition **o**f IUNS

Civility

Titles of civility

Mr; Mrs (married woman); Ms (unspecified marital status); Miss (unmarried woman):

The title does not have an abbreviation and is followed by a non-breaking space:

- **Mr** Shakespeare; **Ms** Charlotte Brontë

To quote **two people**, we use ‘and’:

- Ms Christie **and** Ms Hawkins

Italian, Portuguese and Spanish titles of civility and courtesy are written in full without capitals:

Spanish: don, doña (only before a first name) / señor, señora, señorita

- **d**oña María; **s**eñora Martínez

Italian: don, donna (only before a first name) / signor, signora

- **d**onna Maria; **s**ignor Rossi

Portuguese: dom, dona (only before a first name) / senhor, senhora

- **d**ona Maria; **s**enhor Oliveira

German titles are written in full with a capital letter: Herr, Frau, Fräulein, etc.

- **F**rau **M**eyer

Titles of nobility

Lord; Lady:

This title is followed by a non-breaking space:

- Lord Raymond West; Lady Smith

Sir; Dame:

This title is only used in front of a **first name**. It is capitalised and followed by an unbreakable space:

- Sir Alfred Hitchcock or Sir Alfred (~~Sir Hitchcock~~)

Function titles

Dr (Doctor); Prof (Professor); Mr or Ms (English barrister):

The **abbreviated** version is used only in front of the person's (first name and) surname:

- Dr John Bloggs; Dr Bloggs

Esq. (Esquire) is not used with a title of civility:

- Joseph Bloggs, Esq. (~~Mr Joseph Bloggs, Esq.~~)

The term junior

Always used with the first name.

If it is **part of** the person's name, separate it from the name with a comma and abbreviate it to Jr.:

- Mr John Doe**, Jr.** or John Doe**, Jr.** (~~Mr Doe, Jr.~~)

If it is **not part of** the person's name, use 'jun.' instead of 'Jr.':

- John Doe**, jun.**

Particles

Particles are inseparable from the person's name.

de (and d'), de La, Du, Des

When the surname is cited **without** the first name, title, function or rank, the particle disappears:

- Honoré de Balzac → Balzac

Unless the surname is monosyllabic, dissyllabic with a silent last syllable or begins with a vowel or a silent h:

- François de Thou → **de** Thou; Jean de Lattre → **de** Lattre; **d'**Artagnan

The particles La, Du, Des are capitalised and remain with the surname:

- Jean de **L**a Fontaine → **L**a Fontaine; Joachim **D**u Bellay → **D**u Bellay

von, von der, vom

Most of these particles are written in lower case:

- Justus **v**on Liebig

van, van den, van der/Van, Van den, Van der

They are written in lower case when the names are of **Dutch origin**:

- Wim **v**an Est

But with a capital letter when the names are of **Flemish origin** (**V**an, **V**an den, **V**an der):

- Ferdinand **V**an der Haeghen

Emphasis (italics)

Italics are used:

For foreign words whose use has not been assimilated into everyday language; **to** emphasise a word; **for** specific names given to a means of transport:

- the *Spirit of St Louis* (monoplane used by the American aviator Charles Lindbergh)

For titles of works and journals, **except** sacred books, chapter titles, article titles, single songs and tracks on albums and CDs, and titles in series where each volume has an individual title:

- *The New Yorker*; Clarendon Aristotle Series → *Aristotle: De Anima*

Adverbial phrases to watch out for:

- *post hoc* **or** post-hoc
- *via* = through (in italic)
- *a priori* = based on data accepted prior to any experiment (in italic)
- *a posteriori* = subsequent to the experiment (in italic)

Abbreviations and brachygraphy

Acronyms and abbreviations

Acronyms

Acronyms are a series of letters or syllables pronounced like a complete word. They have no full stops. They can be written in all capitals, with a capital letter or in lower case:

- NATO; Fiat; laser

Abbreviations

Abbreviations **specific to the document** (excluding *i.e.*, *i.g.*, etc.) must be written out once in full before being abbreviated in the rest of the document and may be explained in brackets:

- *Arabidopsis thaliana* […] *A. thaliana*

Words with a **hyphen** retain the hyphen in their abbreviation:

- Lt.-Gov. (Lieutenant-Governor)

The **abbreviated point** is only combined with the full stop and suspension points:

- éd**.** / éd**…** / éd**.,** / éd**.!**

The abbreviation of **number/numbers** is:

- n^{o}; n^{os}
    - Note that this is not the '°' of degree, but the letter '**o**' in superscript '^{o}'.

Abbreviated Latin expressions are always in italics, **except** etc., cf., N.B. and CV:

- *i.e.*; *e.g.*; cf.

However, they are italicised if they are not abbreviated:

- *et cetera*

The abbreviation for **page/pages** is always p.:

- **p.** 4; **p.** 40-47 (~~pp. 40-47~~)

etc. is preceded by a comma and must follow at least two terms:

- Apples, peaches**,** etc.

The abbreviations for ***ante meridiem*** and ***post meridiem*** are not italicised:

- a.m. (12 a.m. for midnight), p.m. (12 p.m. for noon)

Civil titles do not have an abbreviated point:

- **Mr** Shakespeare

For **first names followed by a surname spelled out in full**, there are abbreviated points after each capital letter, as well as non-breaking spaces:

- J. R. R. Tolkien

If the **surname** is **also abbreviated**, then there is no space:

- J.R.R.T.

Brachygraphy

Non-exhaustive list of commonly used terms, with their abbreviations:

Term spelled out in full	Abbreviation
idem	*id.*
id est	*i.e.*
exempli gratia	*e.g.*
confer	cf.
et cetera	etc.
editor; editors	ed.
ibidem	*ibid.*
versus	*vs*
loco citato	*loc. cit.*

Term spelled out in full	Abbreviation
opere citato	*op. cit.*
nota bene	N.B.
sequiturque	*sq.*
sequunturque	*ssq.*
no place, no date	n.p.n.d.
page; pages	p.
number	n^{o}
numbers	n^{os}

Specific denominations and symbols

Company names and registered trademarks must bear the corresponding symbol:

- Registered trademark: ®
- Unregistered trademark: ™
- Copyright: ©

Punctuations

Punctuation table

General rule…	… that applies to	Examples
No space		
No space before	.	Bla blabla.
	,	Blabla bla, bla bla
	;	Blabla bla; bla bla
	:	Blabla bla: bla bla
	?	Blabla bla bla bla?
	!	Blabla bla, bla bla!
	° (alcohol content)	a wine at 10°
No space after	~	~20
	–	–20
	+	+20
No space before and after	/	and/or
	—	Blablabla—blablabla
	– (for a simple connection)	1914–1918
	° (alcohol content)	a liqueur at 45°5
No space after an opening inverted comma, no space before a closing inverted comma.	“”	“bla blabla”
	‘’	‘blabla’
No space between the ° symbol and the rest of the unit, in a unit of measurement	° and C	°C
	° and F	°F
	° and R	°R
	° and B	°B

Unbreakable space		
Unbreakable space before	%	20 **%**
	°C	20 **°C**
	°F	20 **°F**
	°R	20 **°R**
	°B	20 **°B**
	Units of measurement	20 **km** | 10 **bar** | …
Unbreakable space after	±	**±** 20
Unbreakable space before and after	> and ≥	x **>** 20
	< and ≤	x **<** 20
	=	*n* **=** 20
	≠	x **≠** 20
	×	5 **×** 5
	– (to highlight)	Bla bla **–** blabla bla **–** blabla
Comma (or no comma)		
No comma between	Month Year	in **April 2025**
Comma between	Surname, First name	Christie**,** Agatha
	Name of the day, date	Monday**,** 21 April 2025
If the example is not in the table, refer to the nearest example.		

Note call

If a note call is at the **end of a sentence**, the full stop is placed after it:

- […] blabla[1]**.** (~~blabla.~~[1])

The same applies to **other punctuation marks**, which are not included in the note call:

- […] blabla[1]**,** / […] blabla[1]**;** / […] blabla[1]**:**

Etc. and …

An **ellipsis** is not preceded by a comma or semicolon:

- Apples, peaches**…** (~~Apples, peaches, …~~)

The abbreviation **etc.** is preceded by a comma and must follow at least two terms:

- Apples, peaches**,** etc. (~~Apples, peaches etc.~~)

etc. and … have the same value, so they are not used together:

- Apples, peaches**, etc.** or Apples, peaches**…** (~~Apples, peaches, etc.…~~)

Brackets

If **all the words** in brackets are italicised, then the brackets are also italicised, **otherwise** they are never italicised:

- ***(****Vitis vinifera****)***; **(**Latin name *Vitis vinifera***)**

If brackets are needed within brackets, then the brackets are **doubled**:

- **(**blabla bla **(**bla blabla bla**)** bla**)**

Except in mathematics, where the strict hierarchy is as follows:

- <{[()]}>

No space after an opening bracket and before a closing bracket:

- blabla **(**bla blabla**)** blabla bla

Quotation marks

Double or single inverted commas are used (not the French one):

- **“ ”** or **‘ ’**

If **inverted commas** are needed **within inverted commas**, use the order single inverted commas within double inverted commas:

- **“**… **‘**…**’** …**”**

The **punctuation of a quotation** from a complete sentence, placed at the end of a sentence, is done in British English “according to the sense”. If the quotation fits **naturally** into the sentence, the full stop is placed after the inverted commas:

- *Cogito, ergo sum* means “I think, therefore I am**”.**

Listing

In a sentence

When enumerating a list with question marks, do not capitalise:

- For your tea, do you prefer **s**ugar? **h**oney? **m**ilk or **l**emon?

Bulleted list

For **simple** lists, do not use punctuation in the bulleted list:

- Grape varieties:
  - Syrah
  - Chardonnay
  - Cabernet franc

If the bullet list **forms a complete sentence with the text introducing it**, then the last item in the list will be followed by a full stop:

- The grape varieties studied here are:
  - Syrah
  - Chardonnay
  - Cabernet franc**.**

If the bulleted list **is made up of complete sentences**, then a semicolon is required after each bullet, the semicolon in the penultimate bullet is followed by an ‘and’ or ‘or’, and the final bullet ends with a full stop rather than a semicolon:

- To carry out the experiment:
  - the weather musts be favourable with few clouds**;**
  - the wind must not exceed 25 km/h**; and**
  - you must take into account the composition of the soil**.**

Apostrophe

Be careful to use the curly apostrophe (’):

- the box’s contents (~~the box's contents~~)

Use of hyphen, en dash and em dash

A hyphen is used to link words together. There are no spaces:

- an off-site

An **en dash (–)** is used for dialogues, lists and to highlight a part of a text. There is a non-breaking space before and after:

- blabla bla **–** bla bla bla **–** bla bla

Unless it links two simple terms, such as two years or two months, in which case there is no space:

- 1996–1998

An **em dash (—)** has the same function as an en dash (former form). There are no spaces:

- blabla bla—bla bla bla—bla bla

Acknowledgements and contact

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