

## MARDIBOOKS HOUSE STYLE

Over the years Mardibooks has been established, we have developed a house style for writers to make layout and punctuation uniform as there is often no obvious clear way of setting out creative text. If you find something that is not clarified in our style document, please mail 'hello@mardibooks.com' and let us know.

ABBREVIATIONS/ (from the Guardian 'style' book)  
ACRONYMS

Do not use full points in abbreviations, or spaces between initials: US, mph, eg, 4am, lbw, No 10. PJ O'Rourke, WH Smith, and so on.

Use all capitals if an abbreviation is pronounced as the individual letters: BBC, VAT, and so on; if it is an acronym (pronounced as a word) spell out with initial capital eg Nasa, Nato, unless it can be considered to have entered the language as an everyday word, such as awol, laser and, more recently, asbo, pin number and sim card.

If an abbreviation or acronym that people may not immediately recognise is to be used more than once, put it in brackets at first mention, eg Association of Police Officers (Acpo), seasonal affective disorder (Sad). This allows people to search back and find the original reference.

It isn't necessary to spell out well-known ones, such as EU, UN, CIA, FBI, CD, Nasa, and so on.

Cap up single letters in such expressions as A-list, F-word, 'the word assassin contains four Ss', and so on.

ELLIPSES	Always three dots followed by a space... – never four, two or five.
ET CETERA	Use 'and so on' rather than 'etc.'
EXCLAMATION MARKS	Just one each time you feel it is necessary, but use sparingly.
FULL OUT TEXT	Write in full rather than abbreviate
FULL STOPS	Just one space after these, not two and like commas, these come inside punctuation / quotations
HYPHENS	Put one space – either side of a hyphen
ITALICS	Keep these to a minimum if possible, unless the extract demands it.
'IZING'	Your spellcheck will allow 'ize' – change to 'ise' unless the writer hails from North America
LICENCE / LICENSE	As with all such words (practice/practise) NOUN use is 'c', VERB use is 's' ie I have a <b>licence</b> to use this gun. (noun) Do you <b>practise</b> on the drums much? (verb)
NUMBERING	One to nine in words, 10 upwards in numbers to 999,999. Beyond that use m or bn for sums of money, quantities or inanimate objects, but million or billion for people or animals
PER CENT	Use 'per cent'. Only use '%' in headlines or newspaper articles
QUESTION MARKS	Just one each time. We get the point. And sparingly.
SPEECH MARKS	Keep these singular, as in: 'Cathy, you toad!' she screamed.