

Radcliffe Publishing House Style for Authors

This list is not exhaustive. Minor deviations from house style are acceptable providing consistency is maintained within individual titles, but in general the rules below apply. UK conventions and spelling apply unless the adoption of US style is specifically advised. If US style is advised, please note below where this should be used.

- ‘s’ spellings throughout (not US ‘z’ spellings), e.g. ‘organise’ not ‘organize’. If US style advised, please adopt US spelling.
- ‘healthcare’ – generally one word unless part of a company name. If US advised – two words, ‘health care’.
- Use ‘*see*’ (italicised) in cross-references to figures, tables and boxes, and to any other parts of the book, e.g. *see* Figure 2.3, *see* Chapter 2.
- ‘e.g.’ and ‘i.e.’ are punctuated but author initials and abbreviations are not.
- En rules: spaced, enclose phrases or asides in a sentence; unspaced, spans pp. 33–7, 10–12 mm, etc.
- Numbers one to nine are spelt out, thereafter written numerically, 10, 11, 12, etc. However, where a number nine or below appears before a unit of measurement and is not at the beginning of a sentence, use a numeral.
- When numbers are followed by an SI unit insert a space between numeral and unit.
- Use a capital L to represent litre. This includes L, mL and all variations of litre.
- Number ranges are contracted as follows: 10–11, 54–5, 108–9, 129–31.
- Use single quotes but double quotes within single. If US style advised, use double quotes with single quotes within and place punctuation inside quote marks.
- Watch for errant apostrophes in years, e.g. ‘1990s’, ‘2000s’, not ‘1990’s’, ‘2000’s’.
- Percentages to appear thus: 9%, 88%, etc, but if at the beginning of a sentence spell out, e.g. ‘Fifty-five per cent of all patients...’. If US style, use percent (one word).
- Dates to appear thus: 1 April 2000 (if US style advised, please use April 1, 2000).
- Year ranges to appear thus: 1989–98, 1998–99 (with en dashes).
- ampersands to be used only in ‘R&D’, A&E, and in company names.
- Diseases and syndromes named after people take a possessive apostrophe, e.g. Alzheimer’s, Down’s, Hodgkin’s etc.
- Abbreviations – in full at first mention with abbreviation in brackets; use abbreviated form thereafter.
- Paragraphs set full out after all lists, figures, tables, boxes, quotes, etc.
- ‘health authority’ and ‘primary care trust’ always lower case, unless a named organisation, e.g. ‘Oxfordshire Health Authority’.
- Introduce bullet lists as appropriate. Use numbered lists if appropriate, e.g. ‘The following six themes...’

- Lists: where lead-in sentence ends with a colon, insert full point after final list entry only: all entries begin initial lower case. Where lead-in sentence ends with a full stop, a full point should appear after each entry: all entries begin initial upper cap.
- Sub-entries in bullet lists to appear thus:

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XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- (en) XXXXXXXXXXXXXXXXXXXXXXXX
      (i)  XXXXXXXXXXXXXXX
      (ii) XXXXXXXXXXXXXXX
- (en) XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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- No full points after numbers, e.g. 1 2 3 4 5
- Numbers to be cited thus: 1120, 9000, 10 000, 301 867, 1 000 000,00, i.e. no commas.

The following also apply

- Spell check the text.
- Contents list: must tally in wording, spelling, capitalisation and hyphenation with the chapter headings and subheadings it refers to.
- Check all drug names/unfamiliar technical words using, at least, online resources.
- Check that all URLs/website addresses given in the text and the references function. This can be done by copying and pasting them into your internet browser window, or clicking on them in Word. If they are not functioning, or appear wrong, raise an author query to ask for their resupply.
- All headings and captions should be sentence case; however, if US style advised use title case.
- Figure captions in style Figure 2.1 XXXXXXXXXXXXXXXX (Note: no full stop).
- Italic and bold: bold or italic can be used at the beginning of sentences or within text for emphasis, but do not overuse and ensure a degree of consistency in use.
- Include insertion instructions for figures, tables and boxes.
- The Vancouver referencing system (i.e. superscript numbers) is used in most Radcliffe books, but the more academic books use Harvard.
- Superscript number(s) should appear at the end of a sentence after the full stop, unless the author or article is specifically referred to within the sentence (insert number(s) in the appropriate place within the sentence).
- In further reading lists, add bullet point to each entry.
- In chapter headings, the preferred style is ‘Chapter 1, 2, 3...’ not ‘One, Two, Three...’

Radcliffe reference styles (Adapted Vancouver (UK))

Radcliffe uses an adapted version of the Vancouver (and occasionally Harvard for the more academic texts) number system for references in UK publications. The following lists the components in the order they should appear:

Number of reference.

Ibid. (if appropriate).

Author name(s)

Use surname, followed by a space, then initials (closed up; unpunctuated), then a comma if there is more than one author, or a full stop after last author. If there are more than three authors, cite the first three, then use an italicized '*et al.*'

If it is a book and the editors are the authors/compiler, list names as above, place a comma after the last one, then write 'editors'.

If the author is an organisation (a corporate author), simply spell out the name of the organisation in full. A specific department can be separated from the name using a comma. Place a full stop after the author name.

Title of book or article

Book titles take italics and are in title case. Subtitles follow a colon and are sentence case (e.g. proper nouns take capitals). All titles end with a full stop.

Journal article titles are roman and in sentence case. Foreign titles can be given translated [in square brackets].

op. cit.

A book title with a previous citation reference is followed by a comma, then by 'op. cit.' (roman). No other information is then necessary. If the previous reference is the only title listed for a particular author, the op. cit. can come directly after the author's name (separated by a comma).

In:

If the reference is in another publication, 'In' comes after the title and is followed by a colon, then author/editor names begin as normal (e.g. In: Ham AS, editors. . .).

Journals

Type of article

If the type of article needs to be indicated it comes after the article title, before the full stop, and is enclosed in square brackets. These may include [letter], [abstract], etc.

Journal name

Journal names are italicized with initial caps, except conjunctions/definitive and indefinite articles, and are named as per their convention (e.g. *British Medical Journal* becomes *BMJ*, and *Annals of Internal Medicine* becomes *Ann Intern Med*). All journal articles given in full must be abbreviated as appropriate. The following website provides abbreviations: <http://www.ncbi.nlm.nih.gov/sites/entrez/db=journals>. Type the full title of the journal into the search field. All journal names end with a full stop.

Ampersands can be used within journal names if that is their convention (e.g. *Social Science & Medicine*). Be consistent with all such choices.

Date of publication

The year of the issue is listed, followed by a semi-colon. Sometimes the year may be followed by a month and day. Months are contracted to the first three letters only (e.g. 2002 Mar 28). Articles that are published electronically ahead of the printed version list their Epub date at the end of the reference (i.e. after the page number references). Example: Epub 2002 Jul 15.

Volume, issue, supplements and parts

The volume number is listed in bold. Any issue number is listed directly after the volume number (no space and roman) and is enclosed in brackets, followed by the colon. A supplement number is listed as (Suppl. 2), in brackets after the volume number. An issue number comes before the supplement, e.g. **24**(8 Suppl. 6): (volume, issue, supplement). Part numbers are listed in the same way supplement numbers are, and are abbreviated to 'Pt' (e.g. **22**(5 Pt. 3):).

Page range

Use an en dash to show a range. Use minimum spans, but always use at least two digits for teens (e.g. 333–6, but 412–19). Multiple number references are separated by a comma. Supplement page numbers should begin with 'S' (e.g. S22–7). A list of page numbers ends with a full stop.

Books (government/corporate papers)

Government/corporate papers

Government or corporate papers are listed with a special number. These appear with 'Cm. ####', and finish with a full stop, e.g. Cm. 3476.

Edition

Edition numbers come after the book title. Edition is contracted to 'ed.' The number is followed by 'nd', 'rd' or 'th' as appropriate (e.g. 3rd ed.). Revised editions are noted as 'Revised ed.'

Editor(s)

Editors are listed in the same way as authors.

Publisher information

Begin with the area it was published, followed by a colon. Next should be the publisher's name, followed by a semi-colon. Please note that for US publishers, both the city/town and state abbreviation should ideally be given, e.g. 'Cambridge, MA: Harvard University Press' or 'St Louis, MO: Mosby'.

Publication date

The publication year is followed by a full stop.

Page range

The page range is separated with an en dash. A single page reference is preceded by 'p.' and a page range is preceded by 'pp.' (e.g. p. 45. or pp. 33–7.). Page references are always followed by a full stop.

Web references

All web addresses should be underlined, lower case (unless caps are in the actual address) and should not be followed by a full stop, unless it is part of the actual address.

If an entire website is referenced, it is sufficient to include just the web address for that site and nothing further.

If a specific web document (e.g., an article, pdf, a specific page on a website) is referenced, include author, title, etc., just as you would for a book or article. Titles of such documents should have initial caps for all significant words. Following all standard reference information (publisher, publisher location, date of publication, etc.) give the exact web address for the document (copy and paste from the address bar in your internet browser), preceded by 'Available at:'. Do not include a full stop at the end of the address unless it is part of the actual address. Finally, state when you

accessed the website/document, enclose this information in rounded brackets, and follow this with a full stop. When the prefix www is provided, HTTP:// can be deleted. But with web addresses that do not have www, HTTP:// should be retained.

Examples

Here is a list of examples of articles and books. Examples of other reference material can be found in the next section.

Books

1. Harrison S. *Managing the National Health Service: shifting the frontier*. 2nd ed. London: Chapman and Hall; 1994.
2. Oliver R, Katz E, Herrington J, *et al*. Using situated learning as a design strategy. In: Abbey B, editor. *Instructional and Cognitive Impacts on Education*. Harlow: Addison Wesley; 2000. pp. 178–91.
3. Wick CS, Carr AM, Knowles HF. *Introduction to Group Dynamics*. Wieczorek RR, editor. Chicago, IL: Association Press; 1976.
4. Ibid.
5. Department of Health. *A First Class Service: quality in the new NHS*. Cm. 3488. London: Department of Health; 1998.
6. Department of Health. *New Guidelines for Nurses*. London: Department of Health; 2001.
7. Kirr DH, Maxwell SE, editors. *The Enlightenment*. 4th ed. New York, NY: Penguin; 2002.
8. Department of Health. *New Guidelines for Nurses*, *op. cit*.
9. Kirr, Maxwell, *op. cit*.

Articles

10. Gutrieuz B, Culler SD. Does hospital procedure affect costs? *JAMA*. 1997; **22**(4): 9–18.
11. Silvester K, Lendon R, Bevan H, *et al*. Reducing waiting times in the NHS: is lack of capacity the problem? *Clinician in Management*. 2004; **12**(5 Suppl. 2): S35–9.
12. Zigone B, Dreas L. [A quality improvement program in cardiac surgery] [Italian]. *Ital Heart J*. 2004; **5**: 119–37.
13. Silvester, *et al.*, *op. cit*.
14. MacMahon D. Intermediate care: a challenge to geriatric medicine. *J Intern Med*. 2001; **30**(Suppl. 2): S8–17.

Other examples

Conference proceedings

15. Harnden P, Joffe JK, editors. Germ cell tumours. *Proceedings of the 5th Germ Cell Conference*, 2001 Sep 21–22; Leeds, UK. New York, NY: Springer; 2002.

Conference paper

16. Christensen S. An analysis of computational findings. In: Harnden P, Joffe JK, editors. Germ cell tumours. *Proceedings of the 5th Germ Cell Conference*, 2001 Sep 21–22; Leeds, UK. New York, NY: Springer; 2002. pp. 182–93.

Non-standard format

17. Anderson S, Poulson B. *Anderson's Electronic Atlas of Haematology* [DVD]. Philadelphia, PA: Lippincott & Wilkins; 2006.
18. Tor M. International approaches to long-term prescriptions [letter]. *Eur J Respir*. 2002; **20**(1): 242.

Dissertation

19. Borkowski M. *Infant Sleep and Feeding: a survey of Hispanic Americans* [dissertation]. New York, NY: Berkley University; 2003.

Electronic version

20. Hawley TS. Immortalisation of yolk sac-derived precursor cells. *Blood*. 2005 Nov 15; **105**(3): 2362–67. Epub 2005 Jul 20.

Web references

21. www.govt.uk/content/ask
22. Minck S. *Managing Stress*. Available at: www.doctors.net.uk/article.aspx?articleid=876&eraid=11 (accessed 4 June 2007).
23. American Psychological Association. *Guidelines on multicultural education*. Washington, DC; 2002 [cited 10 June 2005]. Available at: www.apa.org/pi/multicultural.pdf
24. American Academy of Family Physicians, American Academy of Pediatrics, American College of Physicians, American Osteopathic Association. *Joint Principles of the Patient-centered Medical Home*. Elk Grove Village, IL: American Academy of Pediatrics; March 2007. Available at: www.medicalhomeinfo.org/Joint%20Statement.pdf (accessed 28 June 2007).
25. Wikipedia. *Water Privatisation – Multinationals*. http://en.wikipedia.org/wiki/water_privatisation (accessed 27 April 2008).

NICE Guidelines

To complete NICE references when information is missing, go to the NICE website: www.nice.org.uk. Click on the 'Our Guidance' tab and search by type, topic or date using the information the author has provided. If the TA (technology appraisal) or CG (clinical guideline) number are given, type this (e.g. 'TA90' or 'CG90') into the 'Search NICE guidance' search box. This will give the article's full details.

27. National Institute for Health and Clinical Excellence. Urinary Tract Infection in Children: NICE guideline 54. London: NIHCE; 2007. www.nice.org.uk/guidance/CG054
27. National Institute for Health and Clinical Excellence. Feverish Illness in Children: NICE guideline 47. London: NIHCE; 2007. www.nice.org.uk/guidance/CG047

Cochrane Reviews

28. Marshall M, Gray A, Lockwood A *et al*. Case management for people with severe mental disorders. *Cochrane Database Syst Rev*. 2000; 2: CD000050.
29. den Boer PC, Wiersma D, Russo S *et al*. Paraprofessionals for anxiety and depressive disorders. *Cochrane Database Syst Rev*. 2005; 18(2): CD004688.
30. Crowther R, Marshall M, Bond G *et al*. Vocational rehabilitation for people with severe mental illness. *Cochrane Database Syst Rev*. 2001; 2: CD003080.

Press Releases

31. [Author]. [Title of press release in ital, initial caps for significant words]. Press Release [number]. [location]: [organisation]; [date, day, month, year].