

## The Journal's House style

The following guidance covers the conventions used within the Journal. We have put these together because people write in different ways and when material from different authors is put together in a single document the differences stand out and are distracting. So these are not about what is right or wrong but just about adopting a common approach. If you can do any of the following it will help your editors enormously...

- ⊛ Leave only one space, not two, after a full stop
- ⊛ Write numbers in full (one, two, three...) up to twelve; thereafter, numerals are acceptable. Because wargaming tends to refer to numbers in many different ways, there are exceptions, such as regimental numbers (the 2<sup>nd</sup> Dragoons), die rolls (he rolled six 6s) and game turns (turn 3). Obviously use numerals in charts and tables!
- ⊛ We use 1 January 1941 as the convention for dates (rather than January 1<sup>st</sup> 1941 or 1<sup>st</sup> January 1941 or any number of other possibilities)
- ⊛ Notice the superscript 1<sup>st</sup> and 2<sup>nd</sup> in the two bullet points above rather than First, Second, 1st 2nd etc. We do that too
- ⊛ We use Roman numerals for the World Wars, so WWI, WWII rather than World War One, the Second World War, the 1<sup>st</sup> World War etc.
- ⊛ We try to avoid the use of abbreviations. Army ranks tend to be in full but Lieutenant Colonel and similar are probably better rendered as Lt Colonel. Also etc. is probably okay (and okay is preferred to OK) and very useful, as is i.e. but notice that, for preference, they have some associated full stop marks
- ⊛ With measurements avoid the use of “ and ‘ as abbreviations for feet and inches but cm, cms and mm are fine. Try to stick to one unit of measurement if describing something. So 40mm by 70mm rather than 4cms by 70mm and use by rather than x – so 4cm x 70mm is right out
- ⊛ If there is something which is worth abbreviating (usually because it is long, possibly foreign and is going to be used repeatedly like the Bundesrepublik Deutschland) then write it in full with its abbreviation immediately after in brackets and use the abbreviation thereafter
- ⊛ Also try to avoid ampersands (&). Postage and Packing is however p&p (but not P&P)
- ⊛ We use British English spelling. This is particularly noticeable around words such as organisation, realisation, militarisation (use s rather than z)
- ⊛ If your article includes foreign terms that's fine, but try to be consistent in their use. So if you're writing about *la légion étrangère* then keep with that, rather than skipping to the legion, la legion, the legion étranger, la legion étranger, le Legion étrangère or any number of other mixes of English and, in this case, French (both correct and incorrect) in later paragraphs.
- ⊛ Conventions on dice are 1D3, 2D6, 9D10 etc rather than 1d6, two six sided dice, 3 D10s. And we are trying to reintroduce die as the singular of dice!
- ⊛ When presenting a list of bullet points (such as this) don't use a full stop at the end of each one, just at the end of the last one
- ⊛ We try to avoid the use of *italics* within articles (but sometimes can't resist). Mainly for emphasis, they should be infrequent
- ⊛ The house style is single 'quotation marks' rather than "double"
- ⊛ Please be parsimonious with exclamation marks!!!! One or two in an entire article is usually plenty and often too many. More than one at the end of a sentence is a definite no-no
- ⊛ For those of you in the know we avoid the use of the Oxford comma. For those of you who have no idea what an Oxford comma is don't worry about it – it's really quite obscure
- ⊛ We try to avoid contractions such as I'm, you're, he's, its. They tend to be overly chatty but, at the same time, we recognise (no z in that word) that, occasionally, there are chatty articles in the magazine, so we let some slip by
- ⊛ Names of boats or regiments or similar should be in single quotation marks (and not in italics instead or as well) when first used and then should appear in the normal script. Same for foreign terms for battalions, regiments etc. So initially 'bandera' (a Spanish equivalent of battalion) and subsequently bandera
- ⊛ Army, Corps, Division etc. numbers should be as they are traditionally presented elsewhere. For example the Armies of NW Europe in 1944 are generally presented as First Army or Third Army whilst the Corps of the German Army during WWII are generally presented in Roman numerals - XLVIII Panzer Corps. Battalions as parts of regiments should 2/40<sup>th</sup> (i.e. the second battalion of the fortieth regiment). Armies and Corps can be capitalised (still no z) whilst divisions, regiments and battalions should be in lower case.

We don't guarantee to manage to present all material in this fashion but it is what we aim for. All help gratefully received!