

MANUSCRIPT

Style Sheet sample answers

Instructions for MANUSCRIPT Style Sheet

- This answer guide is to be used in conjunction with the sample MANUSCRIPT Extract found in the 2020_MANUSCRIPT_Extract_sample.docx.
- Each correct element on the style sheet is awarded 1 mark, up to a maximum of 40 marks.
- The style sheet is worth 4 per cent of the total exam mark.
- Alternatives to the style choices in this sample answer document may be acceptable, so long as their application throughout the edit in MANUSCRIPT Extract is consistent.

For example, this sample style sheet specifies an unspaced em rule for dashes. A spaced en rule could be the style choice instead, but this would then need to be applied consistently in the MANUSCRIPT Extract.

The sample style sheet answers start on the next page.

Style sheet

General notes

Dictionary: Macquarie Dictionary Online [Dictionary must be specified in enough detail that if you were the proofreader you would know exactly what dictionary you would need (e.g., Macquarie Dictionary Online or Macquarie Concise 7th edn)]

Style guide: Style manual, 6th edn (or other style guide, if using)

Spelling: -our (as in colour); -re (not -er, as in kilometre, centre, etc.); -ise

Headings: sentence case

Captions: sentence case, bold, colon separator e.g. **Table 1: Aqueducts.**

Dates: e.g. 23 August 79 AD; 79 AD, 79 BC, first century BC

Numbers: spell out 1–99, numerals for 100+, but consistent within sentence or category where two series of numbers appear in a sentence; unspaced en rule in spans of numbers

4+ figure numbers: use commas e.g. 2,500, 73,000

Ordinal numbers: spell out eg first, twenty-seventh

Measurements: always in numerals plus spell out units in full, imperial in brackets; e.g. 100 kilometres (160 miles); conversions to be approximations for readability rather than excessively precise

Quotes: single; double within single

Foreign language words: italics

Translations: Roman type in quotes, e.g. ‘countryside in the city’, unless initial caps e.g. Golden House, when no quotes are needed

Titles of artworks: italics with maximum initial caps

Names of Pompeiian houses: roman and maximum initial capitals

Hyphenation and capitalisation: minimal

Dashes: Unspaced em rule

<p>A–B</p> <p>alleyway</p> <p>AD—after the number, separated by space</p> <p>ancient Romans</p> <p>Appius Claudius</p> <p>Aqua Appia</p> <p>Aqua Claudia</p> <p>Aqua Marcia</p> <p>Aqua Tepula</p> <p>Aqua Virgo</p> <p>[Aqua Appia / Claudia/ Marcia / etc also acceptable]</p> <p>Baiae</p> <p>BC—after the number, separated by space</p> <p>bathroom</p> <p>bathhouse</p> <p>better-off (attributive)</p>	<p>C–D</p> <p>deathtrap</p> <p>dining room</p> <p><i>Domus Aurea</i>—prefer Golden House after first use</p>
<p>E–F</p> <p>empire (but cap in Roman Empire)</p> <p>emperor (but cap with name)</p> <p>fresh water</p> <p>flat-roofed (attributive)</p> <p>firefighting</p> <p>firetrap</p> <p>fire brigade</p>	<p>G–H</p> <p>Golden House (prefer to <i>Domus Aurea</i> after first use)</p> <p>Herculaneum</p> <p>householder</p> <p>homeowner</p>
<p>I–J</p> <p><i>insula, insulae</i></p>	<p>K–L</p>
<p>M–N</p> <p>multistorey</p> <p>Martial (poet)</p>	<p>O–P</p> <p>Pompeii</p>

<p>Nero</p> <p>nature (unless personified, then cap)</p>	
<p>Q–R</p> <p>ancient Romans</p> <p><i>rus in urbe</i></p> <p>re-create</p>	<p>S–T</p> <p>skylight</p> <p>shopkeeper</p> <p>shopfront</p> <p>sea water</p> <p>seaside</p> <p>sulphur water</p> <p>snack bar</p> <p>Tivoli</p> <p>Trevi Fountain</p>
<p>U–V</p> <p>Vesuvius, Mount Vesuvius at first use</p> <p><i>vigiles</i></p>	<p>W–Z</p>