

Institute of Professional Editors Limited (IPEd)

Accreditation exam

Sample only

Manuscript part

Style sheet (worth 4% in total)

Candidate number:

26999

Instructions for Manuscript part – style sheet

- Check the number in the box above matches the number in the file name and that both are your correct candidate number.
- Use the template on the next page to complete your style sheet for the extract component of the Manuscript part.
- The template requires you to type your style sheet entries into a table. It is your responsibility to manage or manually override Word's AutoCorrect function so that style sheet entries are only capitalised when you intend them to be.
- The style sheet is worth 4% of the exam total. Each style sheet entry is worth 0.1%, and 40 valid style sheet entries will gain the maximum mark of 4% for the style sheet.
- To pass this component, you need at least 2.6 out of 4 (65%), gained by writing at least 26 sound entries. To achieve the overall exam pass mark, you need at least 3.2 out of 4 (80%), gained by writing at least 32 sound entries.
- **Save** your work regularly.

The style sheet template starts on the next page.

Style sheet

General notes

Dictionary: Macquarie dictionary online

Style guide: Australian Government style manual

Spelling: Aust/NZ, e.g. neighbour, kilometre, minimise

Numbers: Use numerals for 2 and above; BUT “hundreds more”; “thousands were killed”

Commas in numbers with 4+ digits

Spell out ordinal numbers from “first” to “ninth”. Use numerals “10th” onwards BUT use numerals for ordinals with centuries: 3rd century, 19th century

Measurements: always in numerals; symbols (not spelled out) for common units of measurement; non-breaking space between numbers and units

Dates: 24 August 79 CE; use CE and BCE (not AD, BC)

Unspaced en dash for date range

Comma: no Oxford/serial comma except where needed to avoid ambiguity

Quotes: double; single within double

Spaced en dash for added or parenthetical information

Italics and sentence case for titles of artworks

Italics for foreign (Latin) terms not found in the Macquarie (e.g. *insula* but sesterces)

No quotes for translations of foreign terms that are proper nouns (Golden House)

Headings, table titles: sentence case; no final full stop, even if a complete sentence

Illustration captions: sentence case; no final full stop, even if a complete sentence

A–B alleyway ancient Romans Appius Claudius Aqua Appia Aqua Claudia Aqua Marcia Aqua Tepula Aqua Virgo bathhouse better-off (attributive) burned (past tense of burn; not burnt)	C–D CE/BCE after the number, separated by a non-breaking space Circus Maximus deathtrap <i>Domus Aurea</i>; Golden House after first use
E–F empire, the (but the Roman Empire) firefighting firetrap flat-roofed (attributive) fresh water	G–H Golden House, the Great Fire, the Herculaneum householder
I–J <i>insula, insulae</i>	K–L
M–N Martial (poet) multistorey Nero (also the emperor Nero)	O–P Pompeii
Q–R Roman Empire, the (but the empire)	S–T sea water sesterces shopkeeper shopfront

	skylight storeys (as plural of storey; not stories) sulphur water snack bar <i>The last days of Pompeii</i> (name of painting) Trevi Fountain
U–V Vesuvius, Mount Vesuvius at first use <i>vigiles</i>	W–Z

End of style sheet

Before you close this document, check that you have saved your work.

Marking notes

Each valid style sheet entry is worth 1 raw mark up to a maximum of 40 raw marks.

- The 17 sample entries under **General notes** would gain 17 raw marks.
- The 42 sample entries under the alphabetical items would gain 42 raw marks.

The scores of 17 and 42 are added together to give 59 raw marks. As this component has a maximum of 40 raw marks available, any 40 of these valid entries would result in a perfect score for the style sheet.

Invalid entries (e.g. words that are not genuine style choices) are not marked negatively; they just do not score.