

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* (some exceptions noted below)

Spelling: Australian/NZ (e.g. -our, -ise, -tre)

Exhibition title: roman type, sentence case

Headings: sentence case, no final full stop

Abbreviations: no full stops in upper-case abbreviations (e.g. NSW); full stops in lower-case Latin abbreviations and no comma after the abbreviation (e.g. c. 1935)

Numbers:

- words for numbers zero and one, at start of a sentence, and for ordinal numbers from first to ninth
- numerals for numbers 2 and above, for all units of measurement and times of day, and for ordinal numbers from 10th onwards (no superscript: 20th, not 20th)
- no apostrophe in references to decades (e.g. 1920s)

Dashes: unspaced en dash for date ranges; put years in full on both sides of dash (e.g. 1906–1964); spaced en dash (–) to amplify or digress from the main clause

Comma: serial (Oxford) comma in a list of three or more items

Quotation marks: double (single within double); use for short quotes, to refer to a letter, word, phrase, or sentence as a linguistic example or as itself (e.g. the word “linoleum”), or to set off words being introduced or defined for the first time (e.g. the “ground”); place end punctuation outside closing quote mark when it belongs to the carrier sentence.

Italics: use for words or phrases from another language if they do not appear in the Macquarie (e.g. *intagliare*)

Prefixes: follow AGSM guidelines for hyphenating prefixes; always hyphenate when base word begins with a capital or is a number (e.g. mid-1930s)

Plant names: no capitals for common plant names (e.g. waratah)

Artwork titles: italics and sentence case

Journal titles: italics and title case

Figure and table captions: place above the figure or table; number consecutively (e.g. Figure 1, Figure 2); sentence case and no final full stop, even if a complete sentence

Figure and table cross-references: refer to every figure or table in the text by its number (e.g. see Figure 1); do not write “above” or “below”

Compound words: hyphenate compound modifiers before a noun in most cases (e.g. black-and-white image); no hyphen in a compound that includes an adverb ending in “-ly” (e.g. finely pointed)

Slash (/): use “or” instead of a forward slash when showing alternatives

A–B art form banksia Bauhaus Dorrit Black (1891–1951) black-and-white image Nancy Bolton (1913–2008) boxwood	C–D cross-section Department of Education dry point
E–F end-grain Claude Flight focused, focusing (single s)	G–H Grosvenor School of Modern Art gum blossom Ludwig Hirschfeld-Mack
I–J intaglio	K–L learned (past tense of learn; not learnt) linocut <i>linum</i> (flax) Sydney Long (1871–1955)
M–N mid-century modernist art movement; modernist style non-recessed	O–P <i>oleum</i> (oil) Margaret Preston (1875–1963) printmaking
Q–R	S–T <i>School Journal</i> Ethel Spowers (1890–1947) Evelyn Syme (1888–1961) (or Eveline? Queried in MS) Mervyn Taylor (1906–1964)

U–V U-shaped, V-shaped	W–Z waratah while (rather than whilst) woodcut World War II
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End of Manuscript 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 19 sample entries under **General notes** would gain 19 raw marks.
- The 36 sample entries under the alphabetical items would gain 36 raw marks.

The scores of 19 and 36 are added together to give 55 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.