Manchester University Press
House style guidelines

Manchester University Press style guidelines are principally based on Butcher, Drake and Leach (eds) *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders: Fourth Edition* (2015). As a general rule, we use minimum capitalisation and British spelling and punctuation. MUP strongly prefer that authors prepare their manuscripts according to the rules outlined below. Authors may, on occasion, be permitted to prepare their manuscript using a preferred alternative style guide (e.g. Chicago, MLA, MHRA); however, **the manuscript must be prepared consistently** and **authors must indicate the style used on the author stylesheet**. Further guidance on preparing your final manuscript is available in the author guidelines.

If your book is in a series, there may be a standard style to which you need to adhere. Please consult your MUP contact for further guidance.

1 Preliminary pages

1.1 Order of preliminary pages
Title [full title, subtitle and author's name]
Dedication/epigraph
Contents list
Lists of figures, tables or plates
List of contributors
Foreword
Preface (personal note by author about how the book came to be written; not to be confused with introduction)
Acknowledgements
List of abbreviations
Maps

1.2 Contents list
- Use minimum capitalisation (i.e. initial capitals for first word and proper nouns only) for all headings.
- Number the chapters. Leave out the words 'chapter' and 'page' before the numbering. Use digits rather than words and do not use punctuation after numbers.

- Chapter numbers should use arabic numerals (1, 2, 3); Part numbers should use roman numerals (I, II, III).
- Introduction and Conclusion are not usually numbered.
- Subheadings should not appear in the contents list.

1.3 Lists of figures, tables and plates
- Lists of figures/plates/tables should be included in the preliminary pages (unless there are very few). Authors must provide a separate list of captions for figures and plates.
- Leave out the words 'figure', 'table' etc. before the numbering.
- Use minimum capitalisation throughout. Italics and capitals should only be used if they are part of the caption, not for stylistic reasons.
- Place source or permission lines for figures in parentheses after each description (unless copyright holder specifically asks for these details to appear in the caption).
- For tables, the source of the data should appear below the table, not in the prelims list.

2 Illustrations
- Authors must provide a clearly labelled digital file, an original that can be scanned and reproduced without alteration, or an image that can be redrawn.
- Illustrations should not be included in the final manuscript; submit all illustrations (including tables) as separate files.
- The original data must be provided for all graphs.

2.1 Plates or figures?
- Plates are printed on special paper in a separate section of the book and are often printed in colour. The inclusion of plates usually requires a financial contribution.
- All other illustrations, including photographs and graphs, should be referred to as 'figures'. These will appear throughout the book and are usually printed in black and white. (Colour plates are not reproduced in black and white unless specifically agreed.)
- Do not shorten 'figure' to 'fig.' in text references.

2.2 Positioning
The position of illustrations must be indicated by the author in the text using an insertion note, e.g. '[INSERT FIGURE 1.1]' '[INSERT TABLE 3.1]'.

2.3 Numbering
- Illustrations and tables should be numbered by chapter (Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2 etc) rather than through the book (Figure 1, Figure 2, Figure 3 etc).
- If the book includes figures and plates, number the figures by chapter (Figure 1.1, Figure 2.1) and number the plates consecutively (Plate 1, Plate 2).

2.4 List of captions
- Illustrations: authors must supply a separate captions list for illustrations; these captions will appear with the illustrations in the book, rather than in the prelims list. The captions may contain the same information as the prelims list or they may give further details about the illustration. Source/permission details for illustrations should be listed in the prelims list only, unless the copyright holder specifically requests the information to appear with the illustration. Note that if you are including images that are available under an Open Access license, other rules may apply. Contact your commissioning editor for further guidance if this is the case.
- Tables/diagrams: there is no need to supply a separate list of captions for tables or diagrams (as long as each caption appears with the table/diagram itself).

3   Headings

- Use minimum capitalisation in all headings: i.e. initial capitals for first word and proper nouns only.
- Use arabic numbers (1, 2, 3) for Chapter headings.
- Use roman numerals (I, II, III) for Part headings.
- Do not use punctuation after Chapter or Part numbers.

3.1   Subheadings

- Avoid numbered subheadings unless explicitly agreed with your commissioning editor.
- To distinguish levels of subheadings, use bold or different sized type. This must be consistently applied throughout the manuscript.
- Use no more than three levels of subheadings unless absolutely necessary.
- Do not use just numbers as subheadings, as this doesn't convey any useful information to the reader.
- Do not use asterisks to distinguish between sections.

4   Quotations

Authors are responsible for checking that all quotations are correct.

- Quotations shorter than about five lines or 50 words long should be in the text and placed in single quotation marks.
- Quotations longer than about five lines should be extracted.
- Use ellipses (three unspaced dots with space before and after) to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets around ellipses only where a large chunk of text is omitted.
- Indicate whether italics occurred in the original or have been added, either in parentheses or in a numbered note.
- Use square brackets to indicate material that has been added by you.

4.1   Integrated quotations

- Use single quotation marks. Double quotation marks should be used only for a quotation within a quotation.
- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation.
- When quotation marks enclose a complete sentence or more, the closing quote mark should follow the final punctuation.
- Whether or not the source is to appear with the quotation depends on the referencing system used.
- If the source appears with the quotation, place it in parentheses after the closing quotation mark, before the final full stop.
- If verse is integrated, use a stroke to indicate a line break.

4.2   Extracted quotations

- Indent the quotation on a new line, with a space above and below. Do not italicise the quotation or enclose it in quotation marks.
- Place the source line (if it is to appear here rather than in a numbered note) in parentheses, immediately after the closing full stop with no further punctuation after it.

4.3   Translations

- If quoting from a non-English source, the quotation should usually be in the original language, unless this would cause problems with the overall length of your volume (if so, it may be permissible to include only the English translation, as long as there is a note to say where the original can be found, but you must first agree this with your commissioning editor). Otherwise, provide a translation (either author's or from a published translation) if the reader is unlikely to understand original language.
- The translation should usually appear in the text in parentheses immediately following the quotation but can be given in a numbered note if preferred. Alternatively, the translation can be given in the text and the original quotation in a numbered note. You can indicate in the preface the overall editorial policy used for translations.
- Particular points relating to individual translations can be given in the notes (if numbered notes are being used).

4.3.1 Author translation

Quotation is followed by translation in parentheses. If using notes, place note number after original quotation, and give reference in note; if using author-date system, give reference in parentheses after quotation.

Integrated quotes (single quote marks, double for a quote within a quote)

'Quotation' (author, date, pp) (Translation).

or

'Quotation' [note] (Translation).

Extracted quotes

Quotation. (author, date, pp) (Translation.)

or

Quotation.[note] (Translation.)

4.3.2 Translation of quotations from a different published source

Both the original and the translation sources should usually be referenced. But if the translation has been published, you may prefer not to cite the original as well.

Integrated quotes (translation also in quote marks)

'Quotation' (author, date, pp), 'Translation' (author, date, pp).

or

'Quotation', 'Translation'.[note]

Extracted quotes (parentheses not used, as translation is from a published source)

Quotation. (author, date, pp) Translation. (author, date, pp)

or

Quotation. Translation.[note]

5 References and bibliography

- MUP advise that authors use either an author-date referencing system or a short-title system with numbered endnotes.
- **The referencing style must be consistent throughout the manuscript.** Multi-author books and edited collections must use the same referencing system in each chapter.
- **This guidance is not exhaustive; authors should consult their preferred style guide for further examples.**

5.1 Author-date system

Also called Harvard style, this referencing system is particularly common for books in the social sciences. Major style guides that authors may wish to consult include MLA and Chicago.

5.1.1 In-text referencing

- References within the text and after extracts should be cited by the author's surname and year of publication, e.g. 'Smith (1979)', or '(Smith, 1979).' Page numbers follow a colon and a space, e.g. '(Smith, 1979: 80)'.
- Use semicolons to separate multiple references, e.g. '(Smith, 1979; Ngai, 2012; Dhanawade, 2020: 10)'. These references should be placed either in chronological order or alphabetical order. This ordering must be consistent throughout the manuscript.
- It is acceptable to use *et al*. in the text for works with more than two authors but you should give all authors' names in the references/bibliography (unless there are more than three).

5.1.2 References or bibliography

- Give full details of the publication in a list of references or in a bibliography [see 5.5 for the difference between these categories]. In edited collections, each chapter must end with a list of references/bibliography. Single-authored books should have a single list of references at the end of the book.
- Entries in Reference sections must be formatted as follows, to allow the reader to navigate easily to the correct entry:
  e.g. Surname, First name (Date) *Title*. Publisher: Place of publication.

  Phipps, Alison (2021) *Me, Not You: The Trouble with Mainstream Feminism*. Manchester: Manchester University Press.

- If using the author-date system for references and a numbered note system for other information not part of the running text, any references in the notes must also use the author-date system.

5.2 Short-title system

The short-title system uses numbered footnotes or endnotes. Major style guides that authors may wish to look at include MHRA, MLA and Chicago.

- Generate footnotes/endnotes automatically using your chosen word processor. Do not manually add note numbers. If you have difficulty doing this, please speak to your MUP contact.
- Notes should use arabic numerals and be numbered consecutively by chapter.
- Try to keep notes brief. Incorporate material into the main text if necessary.
- Give full details of each publication the first time it occurs. Full details can be given at either the first occurrence in each chapter (useful in edited collections and heavily referenced books) or at just the first occurrence in the

book. Indicate which style you have used on the author stylesheet.
- On second and further references cite only the author's surname and the title, shortened if necessary.
- Ensure any shortened forms are still meaningful. Other information may be given in notes, but this should be kept short; avoid extracts.
- *Ibid*. is acceptable; do not use *idem*, *loc. cit.* or *op. cit.* (NB *Ibid*. refers specifically to the last reference used.)
- Do not start a short-title notes system and then place page references in the text. This is confusing for the reader as the source is not always clear and it is time-consuming tracing the original reference in the text.

5.3   Footnotes or endnotes?
- MUP house style is to use endnotes for technical reasons, but if you wish to use footnotes please agree this in advance with your commissioning editor or MUP contact.
- Consider which system is most useful to the reader.
- If the book is in a series, follow the series style.

5.4   Types of references

5.4.1 Books
- Book titles: use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks. For pre-twentieth-century works, either follow capitalisation as in original title or standardise throughout (be consistent and indicate on the author stylesheet which style you have followed).
- Chapter titles within books: be consistent, use either title or minimum capitalisation; roman (not italic) in quotation marks.
- For all book references, give both place of publication and publisher if possible, otherwise place only (whichever style, be consistent). Include US state codes as well as city for US place names, e.g. Cambridge, MA: Harvard University Press, 2009.
- Spell out university presses (e.g. Manchester University Press, not MUP).

Single author or co-authored book
First reference: Lucy Bland, *Britain's 'Brown Babies': The Stories of Children Born to Black GIs and White Women in the Second World War* (Manchester: Manchester University Press, 2019), pp. 12–15.
Subsequent references: Bland, *Britain's 'Brown Babies'*, p. 4.

Single editor of a book
First reference: Lynette Russell (ed.), *Colonial Frontiers: Indigenous-European Encounters in Settler Societies* (Manchester: Manchester University Press, 2001), pp. 33–6.
Subsequent references: Russell (ed.), *Colonial Frontiers*, p. 10.

Joint editors of a book
First reference: R. Harding and W. E. Paterson (eds), *The Future of the German Economy: An End to the Miracle?* (Manchester: Manchester University Press, 2001), pp. 61–9.
Subsequent references: Harding and Paterson (eds), *The Future of The German Economy*, p. 20.

Single author of a chapter within a book
First reference: David Shepherd, 'Bakhtin and the reader', in Ken Hirschkop and David Shepherd (eds), *Bakhtin and Cultural Theory* (Manchester: Manchester University Press, 2001).
Subsequent references: Shepherd, 'Bakhtin and the reader', p. 108.

Single author of a chapter within a book of a work already cited
First reference: Terry Eagleton, 'Bakhtin, Schopenhauer, Kundera', in Hirschkop and Shepherd (eds), *Bakhtin and Cultural Theory*.

Translation
Lara-Vinca Masini, *Art Nouveau*, trans. L. Fairbairn (London: Thames & Hudson, 1984).

5.4.2 Ebooks
- If directing the reader to a specific page, it is best to refer to ebooks in the PDF file format, as these usually retain the original layout and pagination of the print version.
- If no pages are available in an ebook, you should refer to chapter and paragraph number instead. Be aware that this will entail counting the paragraphs from the beginning of that chapter.

5.4.3 Journals
- Journal titles should always be in italic. Provide the full title of the journal (unless it is included in a list of abbreviations).
- Article titles should appear in quotation marks, not in italics.
- Separate the volume and issue number using an unspaced colon.
- The volume number can appear in roman or arabic numerals, as long as the style is consistent for all journals.
- Do not use p. or pp. before the page number.
- Include the year of publication in parentheses.

- If the journal article has been accessed online, the DOI should be referenced, after the page range.

  e.g. M. M. Postan, 'Credit in medieval trade', *Economic History Review*, 3:6 (1928), 66–7.
  Sianne Ngai, 'Merely Interesting', *Critical Inquiry*, 34:4 (2008), 777-817. DOI: 10.1086/592544

5.4.4   MSS and other unpublished sources
- References to unpublished books, theses and dissertations should include the type of document, place of publication and year of publication (if relevant).

  e.g. J. Cheshire, 'Early Victorian Stained Glass' (PhD dissertation, University of Exeter, 1998).
- Conference papers should give the name of the organising body, the title of the conference and the date the paper was given. If a conference paper has been published, it should be treated as a journal article.
- Titles of individual manuscripts should appear in quotation marks.
- Titles of manuscript collections should appear without quotation marks, and the citation should contain the full reference of the depository, e.g. British Library, Additional MS 2787.
- Parts of the reference may be abbreviated, provided that the abbreviation is explained or self-explanatory. The full reference should always be given at the first occurrence.
- For references to folios use fo. and fos, or fol. and fols, rather than f. and ff.

5.4.5   Government and official sources
- Ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:

  1–4222 (1833–69)
  C 1–9550 (1870–99)
  Cd 1–9239 (1900–18)
  Cmd 1–9889 (1919–56)
  Cmnd 1–9927 (1956–86)
  Cm 1– (1986–)
- Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., col., cols) before the appropriate numbers.

5.4.6   Archival sources
Use the following order: place, reference no. of file, reference no. of document, status of document, author, title, date, page no.

  e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell 'Money', 6 August 1952, p. 2.

5.4.7   Newspaper articles
- Use the following style for newspaper articles, giving the author's name if possible.

  e.g. P. Barratt, 'The Big Fella: Michael Collins at the Movies', *Irish Times* (12 October 1996), p. 2.
- Do not include *The* as part of newspaper titles (*The* should only be used for *The Times* and *The Economist*). When used in a sentence, use 'the *Observer*' etc.

5.4.8   Internet sources
- Do not include http:// if www is included. Do not underline or italicise. Do not include angled brackets (< >). Include a full stop after the address if it occurs at the end of a sentence or note.
- Give dates when the sites were accessed, e.g. (accessed 17 June 2020).
- Avoid long URLs if possible and use a reputable URL shortening service if necessary.
- Be wary of URLs that have been accessed through a members-only server (e.g. a university network or newspaper subscription).
- Due to the risk of 'link rot', authors are encouraged to cite DOIs where these are available, or use archived web links where they are not. The Wayback Machine is a good service for capturing weblinks and avoiding link rot.
- Authors should exercise caution when consulting Wikipedia (or websites like it) and avoid referencing it due to the constantly changing nature of its articles.
- Internet addresses should appear in the bibliography under 'Internet sources'.

5.4.9   Foreign titles
- Capitalise titles according to the correct capitalisation in the original language.
- Capitalise the initial letters of the first word and proper nouns only in publications in all modern European languages, except French. Capitalise all nouns in German.
- French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps.

  e.g. *Les Femmes savantes, La Folle Journée*, but *A la recherche du temps perdu*.

5.5   Bibliography or references?
- A 'Bibliography' contains all publications cited and may include other sources. A 'Bibliography' can be used in conjunction with both short-title or author-date referencing.
- 'References' contain only and all the publications cited in the text. They usually

appear at the end of each chapter for multi-contributor books and at the end of the book for other books. 'References' sections can be used in conjunction with both short-title or author-date referencing.

- If a bibliography only includes some of the sources you have used, it should be labelled 'Select bibliography'. A 'Select bibliography' can only be used with a short-title referencing system.
- Further reading sections include works not cited in the manuscript.

5.5.1 Style
References must be formatted consistently and the style noted on the author stylesheet.

- Works must be ordered alphabetically by surname. Surname should precede first name or first initial, which should be spaced.
- If using an author-date system, do not order references by type (e.g. 'Books', 'Articles') as

this makes it difficult for the reader to find a text.

- Works by the same author can be ordered either alphabetically or by date (always by date in author-date system). Original works precede works edited by the same writer; works by single author precede joint works. Always repeat the author's name.
- For multi-author works, all authors' names should be given (unless there are more than three), though *et al.* is acceptable in notes. For chapter and article references, include or page spans.
- If the author-date referencing system has been used, the date of publication should appear immediately after author name/s, e.g. Smith, A. (2009).
- Works published in the same year should be distinguished 1996a, 1996b etc. according to the order in which they are cited in the text.
- Ensure all bibliographical references correspond exactly to those in the notes in terms of spelling, capitalisation and punctuation.

6   Spelling and punctuation
6.1   British or American?
- MUP advise that authors use British/~ise spelling rather than American spelling.
- Retain American spelling in American proper names and in quotations.

6.2   Foreign terms
- Do not use accents on anglicised foreign words like elite, naive, role, etc., or on capital letters.
- MUP advise authors to consider whether the italicisation of foreign words or phrases is appropriate for their book.

6.3   Punctuation
- Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Initials: forename initials should be spaced. All other initials are unspaced, e.g. U. K. Le Guin, not U.K. Le Guin.
- Parenthetical dash: use a spaced en-rule (–) to indicate a parenthetical dash, e.g. 'Left – right'
- Parentheses: use round brackets instead of square brackets, unless indicating the placement of illustrations.
- Quotation marks: use single quotation marks. Only use double quotation marks for a quote within a quote.

7   Capitalisation
7.1   Minimum capitalisation
- MUP prefers minimum capitalisation for all headings (i.e. initial capital for first word and proper nouns only). However, should you strongly prefer initial capitals for certain terms, please bear in mind the following guidelines, be consistent and indicate on the author stylesheet which styles you have used.

7.2   Examples
- the President (referring to a specific individual), but a president and a presidential candidate
- the Vice-President, the Co-Director, the Deputy-Principal

- the Prime Minister, but a prime minister
- the King (referring to a specific individual) but a king
- the Crown (meaning the monarchy)
- the Government (specific) but government (general)
- House of Commons and House of Lords (always initial capitals)
- Liberal (referring to the Liberal Party or a party member); also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England
- the Parliament (but parliamentary); Member of Parliament
- the Senate (always capitalised)

- the State (when referring to political communities), but the southern states

- the West, Western Europe, but western England
- COVID-19 (rather than Covid-19)

8 Numbers

8.1 When to spell out

Spell out numbers (whether ordinal or cardinal) below 100: 'one, first'. Observe the following exceptions:
- In a series of numbers appearing close together in a mixed sequence (under and over 100), use digits for all numbers in that section.
- Use digits for numbers that give exact measurements or appear with abbreviated units of measurement such as 7 kg, 15.8 mm.
- Use words in phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand).
- Always use digits with 'per cent,' which should appear spelled out rather than %, except within tables and diagrams.

8.2 Elision
- Use minimum digits in number spans, e.g. 133–4, not 133–34 or 133–134.
- Elide number spans except for the teens, e.g. 112–13, not 112–3.
- Numbers greater than 999 should show a comma after the thousands digit, e.g. 3,500, 11,650.

8.3 Units of measurement
- Use metric units of measurement. Do not add an 's' for plural, e.g. 5 kg, not 5 kgs.

- If pre-decimal currency is used, follow this style: £5 15s 6d.
- Use abbreviated units of measurement, except for per cent. Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out, e.g. 5 cm, but five centimetres.
- Always put a number either side of a decimal point, e.g. 0.6, not .6.

8.4 Dates
- Use the following style: 31 January 1986, not 31st January or January 31.
- Elide years to double digits: 1985–86, not 1985–6 or 1985–1986. Observe the following exceptions: 1999–2001, 2001–3.
- 1985/86 may be used where years form a unit, such as a financial year.
- BCE years must be given in full: 536–514, not 536–14.
- Spell out 'nineteenth century' (not 19th). Hyphenate only when attributive, e.g. 'nineteenth-century furniture' but 'in the nineteenth century'.
- Use 1930s, not thirties, 30s or '30s.
- Avoid phrases such as 'over the last few decades', 'in recent years', 'currently', which will be misleading for readers the longer the book is in print. Consider alternatives such as 'since the mid-1970s'.

9 Abbreviations
- Avoid uncommon abbreviations. If used, explain meaning at their first occurrence and/or list in the preliminary pages.
- A list of abbreviations may appear at the start of the bibliography if the abbreviations are not used elsewhere.
- idem, loc. cit., op. cit. must not be used.
- '&' may be used for names of companies and institutions (e.g. Faber & Faber) but use 'and' when referring to two authors of a publication.
- cf. (not italic): note that cf. means 'compare', not 'see'.
- fos for 'folios', not ff., which means 'following'.
- Avoid using ll. ('lines') as this can be confused with roman numeral II or arabic number 11: spell out instead.
- v. not vs. (not italic).

9.1 Punctuation and spacing
- Use full stops after abbreviations (e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Rev., ed.). Insert a space after the full stop (p. 67, not p.67).
- Do not use a full stop after the following:
  - units of measurement (kg, mm)
  - contractions (vols, eds, Dr: i.e. where first and last letters are given), except no. (number)
  - initials (BBC, DNA, GMT, NATO, USA). First name initials are an exception.

9.2 Presentation in the text
- Abbreviations should appear in full at their first occurrence in the text (except those used in references, such as i.e., ed., vols), followed by the abbreviation in parentheses. The abbreviation only should be used thereafter,

unless the context demands that the full form should be used.

10 Italic and bold

10.1 Use of italic

Avoid using italic for emphasis unless absolutely necessary. Italic may be used for key terms or glossary terms; in which case it should not be used for emphasis elsewhere.

Observe the following usages of italic:
- titles of publications, including books (except the Bible, the Quran, etc.), journals, films, videos, plays, TV and radio programmes, titled musical works
- long poems (e.g., *Paterson*), but roman and quotation marks for short poems, e.g. 'The Red Wheelbarrow'

- Abbreviations should appear in full at the beginning of a new chapter.

- titles of paintings and sculptures
- names of ships
- genera, species and varieties
- names of parties in legal cases
- stage directions
- *ibid.*, *et al.*, *c.* (do not use *ca.*), but via, vice versa, i.e., e.g. are not italic
- foreign terms [see 6.2]

10.2 Use of bold

As a general rule, avoid using bold type except to indicate heading style. Do not use bold for emphasis. If emphasis is required for key terms or glossary terms, use italics.

11 Avoiding offensive and exclusionary language

MUP expects authors to use non-discriminatory language. Authors must familiarise themselves with the terms generally in use by the specific people they are writing about and the reasons certain terms are preferred. Please raise particular concerns or queries with your MUP contact.

MUP requests that authors take responsibility for their language choices and consider their use of terminology carefully. Authors may wish or may be asked to include notes on any terms used to explain their rationale.

The following sections are intended for guidance only. Most major style guides will provide guidance on avoiding bias and anti-discriminatory language. Authors may also wish to consult the following further resources:

The Conscious Style Guide is a US-based website with detailed guides on using respectful and inclusive language.

The Diversity Style Guide, from the Center for Integration and Improvement of Journalism at San Francisco State University, provides extensive advice on writing accurately and sensitively.

The British Sociological Association provides up-to-date advice on writing about sex, gender, ethnicity and race, and using non-ableist language.

11.1 Disability

- 'Disabled people' rather than 'persons with a disability'
- Avoid language that uses disability as a metaphor, e.g. 'blind luck', 'falling on deaf ears'
- Avoid terms such as 'impaired', 'suffered', or 'confined'

Further resources: The Office for Disability Issues contains detailed guidance on inclusive language to use when writing about disability.

11.2 Race and ethnicity
- If you are writing about one specific group, use the specific term.
- BAME (Black, Asian and Minority Ethnic) and BME (Black and Minority Ethnic) are commonly used terms in the social sciences and may be appropriate for work in that context. However, be more specific where possible, and always spell out the acronym. The same applies to similar North American acronyms: POC (People of Colour) and BIPOC (Black, Indigenous, People of Colour). Do not use these acronyms in the plural (e.g. POCs). Note that POC and BAME are also wider group categories and should not be used in ways that treat the experiences and identities of particular racialised groups as universal.
- Mixed race, mixed heritage, dual heritage or multiple heritage are generally accepted terms; however, authors should always consider context and specificity.
- Use the capital letter when discussing different ethnic groups, e.g. Gypsies, Irish Travellers, Roma.
- 'Indigenous peoples' is the preferred term for native groups, though authors should note that this is not a homogeneous category, even

within a current national territory. Where possible, use the specific name of the people being discussed.
- Avoid the term 'minority', if possible. 'Historically marginalised' may be more appropriate.
- Capitalise racial/ethnic groups: Black, Asian, Native American. Depending on context, 'White' may or may not be capitalised.
- MUP advise authors to reflect on ongoing debates on the capitalisation of 'Black' when it refers to racial and ethnic identity. Individual preferences will vary, and MUP acknowledge that usage may depend on context.

11.3 Gender and gender identity
- Respect the diversity of language that people use to describe themselves.
- Use gender-neutral language where possible. This means using 'people', 'they' and 'them' instead of 'men', 'women' and 'her' or 'his'.
- Do not make assumptions about, for example, the predominant sex in a particular profession/trade.
- Avoid the language of gender opposites, e.g. 'both genders', 'his/her', 'men and women'.
- Avoid language that reduces people to their birth-assigned sex or assumed biology.
- Transgender is an adjective, referring to transgender people or a transgender person. Note that transgender does not only refer to binary-identified trans women and men. Many trans people are non-binary.
- 'Transition' is the correct word for the social and/or medical process of publicly living one's gender.
- Authors should note that *trans* is not an abbreviation of *transgender*.
- Always use a person's correct name and pronoun. Do not use a trans person's birth name or former pronouns ('dead naming') without permission, even when talking about them in the past.
- Respect singular *they* as a personal pronoun and use it appropriately.
- Pronouns are required, not preferred, e.g. 'Lou's pronoun is she,' not 'Lou's preferred pronoun is she.' Similarly, avoid references to a person 'identifying as' a particular gender, e.g.

'Lucy is a trans woman,' not 'Lucy identifies as a trans woman.'

11.4 Sexuality
- MUP encourage authors to think systematically about when LGBTQI+ (or other inclusive acronyms) are appropriate, and when to use more specific terms like lesbians, gay men, bisexual people, etc. In general, avoid referring to 'the LGBTQI+ community' etc. unless a specific 'community' is being pointed to, as this both assumes there is one unified or homogeneous group or that there is some kind of consensus within it.
- Authors should note that LGBTQ is not a synonym for 'gay'.

11.5 Religion
- Avoid homogenising references to 'the faith community', 'the Christian community', 'the Muslim community', as this supposes there is one unified community with the same characteristics. In the context of religion, 'faith communities', 'Christian communities' might work better.
- MUP encourage authors to consider the complex and contested definitions of terms like Islamophobia, anti-Muslim racism and anti-Semitism.

11.6 Other considerations
- Use 'older people', not 'old people' or the 'elderly'.
- When writing about slavery, do not use 'slave' as a noun; instead use 'enslaved' as an adjective. Consult guides such as Writing about Slavery? for further guidance on preferred terms and practices.
- MUP encourage authors to consider whether the term 'sex worker' is more appropriate than 'prostitute'. Sex workers are adults who receive money or goods in exchange for consensual sexual services. Prostitution, on the other hand, has connotations of criminality and immorality. Many people who sell sexual services prefer the term 'sex worker' and find 'prostitute' demeaning and stigmatising.
- Authors writing about suicide may wish to consult the advice by the Centre for Suicide Prevention and Samaritans.

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