



TAYLOR & FRANCIS  
STYLE SHEET

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**Resources**

*Concise Oxford English Dictionary*

**General**

This book follows (highlight one)

[[For US titles]]

Parenthetical dashes should be closed-up em dashes (—)

Headings should follow headline-style capitalization: This Is an Example

US spelling

UK spelling with –ize ending  
endings

UK spelling with –ise

Series comma: No

Double quotation marks for quoted material; single quotation marks for defining and highlighting (“the ‘new’ regime”)

Punctuation outside quotation marks (“it is a fresh start”.)

**Numbers**

Spell out numbers from zero through ten (except ages, dates, united of measurement, numbers on a scale).

Centuries are presented in numeric format.

The percent sign is used in running text.



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*Names and Terms*

A	M
B	multimodal
	multimodality
C	N
case study	
centre	O
centres	P
codemixing	Pidgin-English
co-edited	precondition
coincidence	
colourful	Q
criss-crossing	
	R
D	S
de-centred	shoemaking
	shortlisted
E	signalled
encyclopaedias	sociocultural
English version	starting point
Englishman	subtitle
	sub-varieties
F	
	T
G	travelling
geopolitical	
	U
H	United States [n.]
Hip-Hop	US [adj.]
I	V
J	W
K	
	X
L	
labourers	Y
language-learning	
learnt	Z



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***Documentation***

[[Copy in style sheet from Ref team. If it's a contributed volume with a large reference style sheet, please leave the style sheet separate and delete this information here.]]

***Resources***

*Chicago Manual of Style*, 16th ed.

*Publication Manual of the American Psychological Association*, 6th ed.

*Merriam-Webster's Collegiate Dictionary*, 11th ed.

*Concise Oxford English Dictionary*

***Documentation***

Author style applied throughout

**CALLOUT (DIRECT)**

Single Author:

*Template:* Surname (Year)

*Example:* **Buzelin (2006)**: 96–97)

Multiple Authors:

*Template:* Surname and Surname (Year)

*Example:* **Hatavara and Mildorf (2017)**: 68)

**CALLOUT (INDIRECT)**

Single Author:

*Template:* (Surname, Year)

*Example:* (**Mehrez, 1992**: 121)



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Multiple Author:

*Template:* (Surname and Surname, Year)

*Example:* (Makoni and Pennycook, 2007: 1–4)

Et al rule for citations: More than 2 authors: list first surname followed by et al in all occurrences.

*Example:* Kranich *et al.*, 2011

**BOOK REFERENCE**

Single Author:

*Example:* Anderson, B. R. (2006). *Imagined Communities: Reflections on the Origin and Spread of Nationalism*. Revised edition. London and New York: Verso.

*Example:* Bakhtin, M. (1981). *The Dialogic Imagination: Four Essays*. Trans. M. Holquist. Austin: University of Texas Press.

Multiple Authors:



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*Example: Ashcroft, B., Griffiths, G. and Tiffin, H., eds. (1989). *The Empire Writes Back: Theory and Practice in Post-Colonial Literatures*. London and New York: Routledge.*

Chapter in an Edited Volume:

*Example: Adab, B. (2005). Translating Into a Second Language: Can We, Should We? In: G. Anderman and M. Rogers, eds., *In and Out of English: For Better, For Worse?* Clevedon, Buffalo and Toronto: Multilingual Matters, pp. 227–241.*

**ARTICLE REFERENCE**

Journal Article:

*Example: Apter, E. (2008). Untranslatables: A World System. *New Literary History*, 39(3), pp. 581–598.*

*Example: Hatavara, M. and Mildorf, J. (2017). Hybrid Fictionality and Vicarious Narrative Experience. *Narrative*, 25(1), pp. 65–82.*

*Example: Modiano, M. (2017). English in a Post-Brexit European Union. In: K. Bolton and D. Davis, eds., *Forum on English in a Post-Brexit European Union. *World Englishes*, 36(3), pp. 313–327.**

Newspaper Article:



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*Example:* Guo, X. (2016). Xiaolu Guo: 'One Language Is Not Enough – I Write in Both Chinese and English'. *The Guardian*, 13 Oct. Available at [www.theguardian.com/books/2016/oct/13/my-writing-day-xiaolu-guo#maincontent/](http://www.theguardian.com/books/2016/oct/13/my-writing-day-xiaolu-guo#maincontent/) [Accessed 7 Aug. 2018].

**OTHER**

Web content:

*Example:* Big Hass. (2015). *DMC: Hip Hop Was Created by the Youth*. Available at: [www.youtube.com/watch?v=HVsx6ZEUew/](http://www.youtube.com/watch?v=HVsx6ZEUew/) [Accessed 12 Dec. 2016].

*Example:* Adichie, C. N. (2014c). *Chimamanda Ngozi Adichie: Tenement Talk*. Tenement Talks 2014, 12 Mar. 2014 [online]. Available at: [www.youtube.com/watch?v=yY1RK6aAPws/](http://www.youtube.com/watch?v=yY1RK6aAPws/) [Accessed 15 May 2018].

*Example:* [Ghomeshi](#), J. Q. and Highway, T. (n.d.). Interview with Tomson Highway [online]. *CBC Radio One*, 4 Aug. 2014. Available at: [www.youtube.com/watch?v=MT7I\\_Sg9s3Q](http://www.youtube.com/watch?v=MT7I_Sg9s3Q) [Accessed 8 Mar. 2018].

*Example:* [Jones](#), L. (2017). *Brexit and Language: What Future for English and for the Minority Languages of the UK?* Cardiff University. Available at: <https://blogs.cardiff.ac.uk/brexit/2017/05/11/brexit-and-language-what-future-for-english-and-for-the-minority-languages-of-the-uk/>. [Accessed 5 Sept. 2018].



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Dissertation/Thesis:

*Example: [Bisson](#), A.-F. (2015). *L'Esprit du Carnaval de Québec: Entre Participation Citoyenne et Fréquentation Touristique*. Dissertation for a Master of Arts in Ethnology. Quebec: Université de Laval. Available at: [www.theses.ulaval.ca](http://www.theses.ulaval.ca) [Accessed 8 Mar. 2018].*

*Example: Attig, R. (2018). *Translation in the Borderlands of Spanish: Balancing Power in English Translations From Judeo-Spanish and Spanglish*. PhD, University of Ottawa.*

[Other—fill in type]:

*Example: [Cabral](#), E. (n.d.). *A Hard Landing*. Typescript.*

*Example: [Coco](#). (2017). Directed by L. Unkrich. USA: Walt Disney Studios Motion Pictures.*