Taylor & Francis
Style Sheet

Job#15032-batch#2321
Author: Bennett
Title: Hybrid Englishes and the Challenges to/for Translation: Identity, Mobility and Language Change

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

<table>
<thead>
<tr>
<th>US spelling</th>
<th>UK spelling with –ize ending</th>
<th>UK spelling with –ise endings</th>
</tr>
</thead>
</table>

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, units of measurement, numbers on a scale).
Centuries are presented in numeric format.
The percent sign is used in running text.

Names and Terms
# Style Sheet

<table>
<thead>
<tr>
<th>A</th>
<th>J</th>
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<tbody>
<tr>
<td>B</td>
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<td>C</td>
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<td>case study</td>
<td>labourers</td>
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<td>centre</td>
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<td>co-edited</td>
<td>multimodal</td>
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<td>coincidence</td>
<td>multimodality</td>
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<td>Pidgin-English</td>
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<td>precondition</td>
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<td>Shoemaking</td>
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<td>shortlisted</td>
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<td>sociocultural</td>
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<td>starting point</td>
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<td>subtitle</td>
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<td>sub-varieties</td>
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</tbody>
</table>
T
travelling

U
United States [n.]
US [adj.]

V

W

X

Y

Z
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.
- 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)

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:


Multiple Authors:

Chapter in an Edited Volume:


**Article Reference**

Journal Article:


Newspaper Article:

OTHER

Web content:


Dissertation/Thesis:


[Other—fill in type]:
