The Oxford Guide to Style

Priscilla Finley
University of Nevada, Las Vegas, priscilla.finley@unlv.edu

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Oxford's style manual will be essential to users previously dependent on Hart's Rules for Compositors and Readers (39th ed., 1986)--those preparing manuscripts for Oxford University Press and other British publishers--which Ritter revises and enlarges. Chapters cover general publication topics such as front matter and preparation of copy and proofs; editorial issues like punctuation, numbers, and capitalization; special conventions regarding science and mathematics; and "specialist subjects" including British and EU law, music, poetry, drama, and sacred works. Guidance concerning typesetting in languages other than British English is particularly well developed, including many instances of the alphabetical order of non-English alphabets and rules for word division. The copyright section clearly delineates UK copyright conventions and makes comparisons with US law. The layout of sections is clear, but Ritter is as likely to offer an expository essay as a prescriptive ruling--very useful for readers seeking analysis. Recommended for researchers and faculty who publish internationally or as support for a journalism or technical writing curriculum.

-- P. Finley, University of Nevada, Las Vegas