

## Section Three

### HOUSE STYLE

#### 3.1 *General*

The essence of a house style is to bring uniformity and consistency to published materials from a particular source such as a publishing house. Consequently, each publishing house has its own house style, a set of rules that covers book formats, manuscript preparation and editing, rights and permissions, design and typography, composition, printing, binding, general points of style and usage including spelling, abbreviations, punctuation and numbering, illustrations and captions, documentation styles, bibliographic forms and indexes. House styles are often organized in a style sheet, style guide, or style manual for distribution and ease of consultation. They are usually available within an organization, such as a publishing house, but, in some cases, may be more widely distributed or even published as commercial titles such as the Chicago Manual of Style and the Oxford Guide to Style.

#### 3.2 *Spelling*

The most important consideration for spelling in the preparation of manuscripts is that it must be consistent throughout. The Oxford English Dictionary should be followed for spelling and, when optional, the use of –ize endings is preferred to –ise; *fertilizer* to *fertiliser*, *organization* to *organisation*, *specialize* to *specialise*. *Acknowledgement* is preferred to *acknowledgment* and *judgement* to *judgment*.

However, quotations should be exactly as in the original text, except when translated.

### 3.3 Punctuation

#### i. *Comma and Colon*

Commas and colons should be used when they are essential to the sentence. A colon is usually used to introduce a list of items, but must not be used together with a dash.

#### ii. *Hyphen*

Hyphens should be used sparingly; for example use *textbook*, *tradeoff*, *mainframe*, *short term*, *working class*. However, hyphens should be used between double vowels (e.g. *re-establish*) or where the same consonants end and begin the constituent parts of a compound (e.g. *cross-section*) or when needed to convey a particular meaning (e.g. *re-sign* rather than *resign*).

#### iii. *Parenthesis*

Parenthesis ( ) is preferred to square brackets [ ] and should always be used except in mathematics, editorial comments on quoted material and footnote references.

#### iv. *Full Point*

Full points should be used for personal initials (e.g. *E. T. Faki*) and for abbreviations (e.g. *Prof.* for *Professor*, *Fig.* for *Figure*, *Eq.* for *Equation*), but should not be used for contractions that end with the final letter of the word

(e.g. *Mr* for *Mister*, *Dr* for *Doctor*, *Ltd* for *Limited*). Plurals of abbreviations should not carry full points (e.g. *Figs*, *Eqs*). Full points should also not be used after initials of countries or organizations (e.g. UK, USA, FAO, WHO) or in degrees and other qualifications (e.g. OND, NCE, BSc, MSc, PhD) or in abbreviated scientific terms (e.g. *DNA*, *NMR*, *ORT*). A sentence should not begin with an abbreviation.

### **3.4 Capitalization**

Capitals should be used sparingly and should not be used for sub-headings and for captions for tables and figures. Initial capitals should be used for proper names, official titles, trade names, proprietary names and specific parts of the book (e.g. *Musa*, *Managing Director*, *Nigerian Stock Exchange*, *Panadol*, *Chapter 1*, *Figure 2*).

### **3.5 Italics**

Italics should be used sparingly and should be restricted only to foreign words and phrases that are not integrated into the English language and for book titles and periodicals, films and plays, and scientific names of organisms and microorganisms (e.g. *A Basic Text in Tropical Agriculture*, *Nigerian Medical Journal*, *Kongi's Harvest*, *Escherichia coli*). Foreign words that have become familiar through common use should not be italicized (e.g. *in situ*, *et al*, *via*, *vice versa*).

### **3.6 Numbers**

Arabic numerals should be used in most cases. Roman numerals should only be used when essential (e.g. for a third level with a list after *1*, *2*, *3* and *(a)*, *(b)*, *(c)*, *(i)*, *(ii)* *(iii)*)

Numbers that begin a sentence should be spelt out and when below 10 in technical and scientific publications and below 100 in more general writing. Numbers should be used for all series of figures (e.g. *200 books, 100 monographs, 50 journals, 20 conference proceedings and 10 technical reports*).

Numbers less than five digits should be closed up with no comma (e.g. *1000, 2345*). Numbers with five digits or more should have a comma (e.g. *10,000, 123,456.78*). Money should be expressed as *₩2 million, £100, €2000.5 million; but \$23,456.17*. In using numbers, decimals are preferred to fractions and decimals less than unity should have a zero before the decimal point (e.g. *0.50*). Where fractions are essential, as in complex fractional indices, a solidus should be used in running text so that they can be printed on one line (e.g.  *$3x(a + b)/2$* ).

Ranges of page numbers and other numerical references, except, years should be the shortest possible, without ambiguity (e.g. *pp 11-12, pp 21-2, pp 221-9, pp 2246-50*). Dates should be written as *29 January 2010* or *27-30 January 2010*. Apostrophes should not be used in decade spans (e.g. *1950s*, not *1950's*). Expressions such as *forties* and *fifties* should not be used; rather *1940s* and *1950s* should be used. Terms such as *billion* that may have dual meanings should not be used.

### **3.7 Units**

The choice unit is SI units which should be used throughout the publication. If for any reason, imperial units have to be used, the SI equivalent should follow in parentheses. Common imperial units and their SI equivalents are presented in the table below

Imperial Units	SI (Metric) Units
<b>Linear</b>	
Inch	Millimetre (mm)
Foot	Centimetre (cm)
Yard	Metre (m)
Mile	Kilometre (km)
<b>Volume</b>	
Fluid ounce	Millilitre (ml)
Pint	Litre (l)
Quart	Litre (l)
Gallon	Litre (l)
Bushel	Hectolitre (hl)
<b>Weight</b>	
Ounce	Gram (g)
Pound	Kilogram (kg)
Short ton (2000 lb)	Tonne (t)
<b>Temperature</b>	
Degree Fahrenheit (° F)	Degree Celsius (° C)
<b>Heat</b>	
British thermal unit (BTU)	Calorie (cal) or Joule (J)
<b>Pressure</b>	
Pounds per square inch	kiloPascal (kPa)
<b>Power</b>	
Horsepower	kiloWatt (kW)
<b>Speed</b>	
Feet per second	Metres per second (m/s)
Miles per hour	Kilometres per hour (km/hr)

### 3.8 Symbols

Symbol for a physical quantity should be differentiated from symbol for a unit. Symbol for a physical quantity is set in italic (e.g. electromotive force,  $E$ ), whereas symbol for a unit is set in ordinary type (e.g. volt, V). Figures should be used with symbols and there should always be a space between the figure and the symbol (e.g.  $10\text{ g}$ ,  $100\text{ cm}$ ). Unit symbols are always in the singular (e.g.  $10\text{ kg}$ , not  $10\text{ kgs}$ ).

All symbols should be defined using a *nomenclature* as shown below:

#### Nomenclature

$D_0$  Pre-exponential factor or moisture diffusivity constant ( $\text{m}^2/\text{s}$ )

$D_{eff}$  Effective moisture diffusivity ( $\text{m}^2/\text{s}$ )

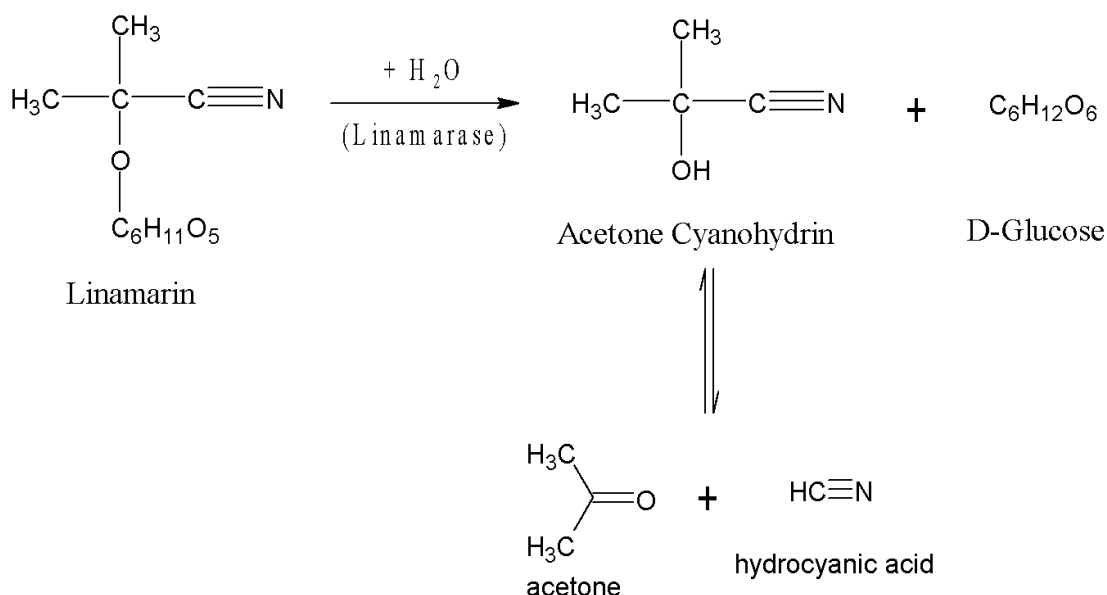
$E_a$  Activation energy ( $\text{kJ/mol}$ )

$k$  drying constants

$M_0$  Initial moisture content ( $\text{kg H}_2\text{O/kg dry solids}$ )

### 3.9 Equations

Mathematical and chemical equations used in each chapter should be numbered and the numbers ranged right.



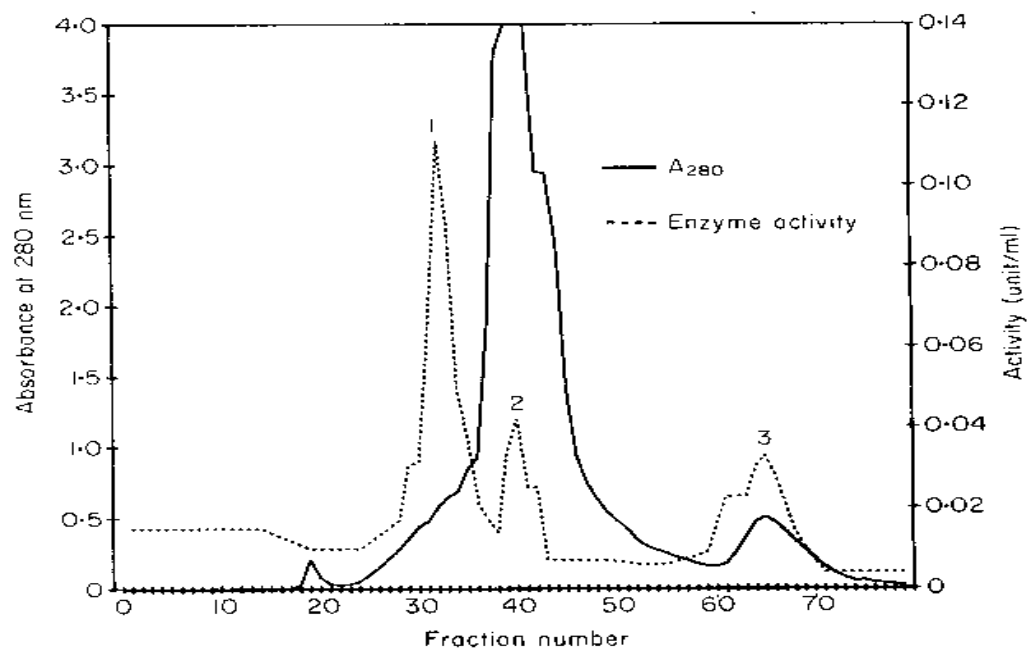
$$\frac{m - m_c}{m_0 - m_c} = \frac{8}{\pi^2} \sum_{n=1}^{\infty} \frac{1}{2n-1} \exp \left( -(2n-1)^2 \frac{\pi^2 D t}{4L^2} \right) \quad (1)$$

Eq. (1) can be written as

$$\text{MR} = \frac{8}{\pi^2} \sum_{n=1}^{\infty} \frac{1}{2n-1} \exp \left( -(2n-1)^2 \frac{\pi^2 D t}{4L^2} \right) \quad (2)$$

### 3.10 Illustrations

Illustrations should be of high quality for good reproduction. They should be separated from the text and submitted as a separate file. Illustrations produced using a graphics software package, as shown below, may be used directly to produce the final artwork. It should be noted that illustrations prepared using the drawing facility of word-processing package may not be suitable for direct production.



Tables should be created using Word's table function or via the tab key maintaining a consistent typeface, size and spacing.



Fraction	Volume (ml)	Activity (unit/ml)	Protein (mg/ml)	Specific activity	Total protein (mg)	Total activity
Tetrathionate-stabilized latex	2	23.69	19.90	1.19	39.8	47.36
Pooled fractions from ion exchange:						
Peak 1	35	0.81	0.45	1.80	15.75	28.35
Peak 2	25	0.55	0.09	6.11	2.25	13.75
Pooled fractions from gel filtration:						
Peak 1	10	0.62	0.33	1.88	3.30	17.05
Peak 2	5	0.22	0.013	16.92	0.07	3.25
Peak 3	5	0.26	0.040	6.50	0.20	1.95
Peak 4	5	0.28	0.029	9.66	0.15	2.17

Photographs should preferably be original glossy black and white prints of high quality and good contrast. Photographs cut from books and journals will not be accepted because of poor reproduction quality. Photographs should be identified by light markings on the back using a soft pencil. A pen or hard pencil should not be used otherwise serious damage to the photograph may result that may render it unsuitable for use. Scanned illustrations should be of sufficient quality and size for good reproduction. It should be noted that enlarging a scanned illustration by more than 20 per cent will result in significant loss of quality.

Colour images will lose some contrast and detail when reproduced in black and white. If colour pictures must be used and reproduced in colour, the author should

first clear the number of pictures to be used with the Book Publication Sub-Committee and the format in which they should be supplied.

### **3.11 References, Bibliography, Source Lines**

References should be cited in the text in accordance with the internationally accepted practice for the concerned discipline. Such international standards as APA, Chicago, MLA, etc should be used as adopted by the discipline. In this regard, two styles of references are generally used:

- (a) References cited in the text by number only using parenthesis [e.g. (1)] and listed in numerical order in the reference section at the end of each chapter.
- (b) References cited in the text by name of author (e.g. Musa, 1990, Musa and Eyo, 1990 or Musa et al, 1990) and listed in alphabetical order in the reference section at the end of each chapter.

Whichever of the two styles is used, complete information should be provided for each reference, bibliography and source line as shown in the examples below:

*Periodicals and Journals:* Authors' names should be listed in inverted style (Last name followed by first initials), full article title, journal (standard abbreviation), year of publication, volume number, issue number (in parenthesis), inclusive pages (or "in press" if not yet published).

#### Example

Akinrele, I. A., Edwards, C. C. A. An assessment of the nutritive value of a maize-soya mixture, "soya-ogi", as weaning food in Nigeria. *British J. Nutr.*, 1971, 26, 177-185.

*Books:* Authors' names should be listed in inverted style (last name followed by first initials), full chapter title where appropriate, book title, edition number, all

book editors if applicable (inverted style) followed by “Ed.”, or “Eds”, publisher, city, state/country, four-digit year of publication, inclusive pages of the chapter if applicable.

#### Example

Ikime, O. *History, The Historian and The Nation* (The Voice of a Nigerian Historian). Heineman Educational Books, Ibadan, Nigeria, 2006.

*Meetings or Conferences:* Authors’ names should be listed in inverted style (last name followed by first initials). Title of presentation. In Title of Collected Work, Name of Meeting or Proceedings, Location of meeting, Date of meeting, Editors, Publisher, Place of publication, Year, inclusive pagination.

#### Example

Obanu, Z. A. Upgrading local technology for meat processing. *Proceedings 11<sup>th</sup> Annual Conference of the Nigerian Institute of Food Science and Technology*, Port Harcourt, Oct 25-29, 1987, Aworh, O. C. Ed., NIFST, Lagos, Nigeria, 1987, 88-110.

*Government Publications:* Authors’ names should be listed in inverted style (last name followed by first initials). Document title, Government publication number, Publishing agency, Place of publication, Year, Inclusive pagination.

#### Example

CBN. *Annual Report and Statement of Accounts for the Year Ended 31<sup>st</sup> December 2003*. Central Bank of Nigeria, Lagos, Nigeria, 2003.

*Patents:* Patent owners’ names should be listed in inverted style (last name followed by first initials). Title of patent. Patent number, Date.

### Example

Chukwuka, H. G. *An Improved Cassava Harvesting Device*, P86754, October, 2000.

*Electronic Publications:* The URL and date accessed should be included.

### Example

<http://publish.aps.org/abstract/PRD/v61/e010303> (accessed January 2010).

## **3.12 Permissions**

The author must obtain permission to use copyrighted materials from the owner of the copyright. Whenever, a substantial extract is made from a publication, permission from the author or publisher is needed before it can be reproduced. In addition, an acknowledgement will normally be required. Permission is also needed for figures, maps, photographs and other illustrations not produced by the author. Permission letters obtained by the author must be submitted with the manuscript. The author is responsible for any fees to be paid for obtaining permission.