

Practical Action Publishing House Style Guide

This House Style Guide is intended to assist anyone writing, editing or keying in material for Practical Action Publishing, and we ask that our authors, editors, copyeditors and proof readers work to these rules.

In general we follow 'Oxford style'. This document records those areas where, because of our particular needs, we need either to build on or vary from the 'Oxford style', or where practice varies so much that it is useful to record the preferred options.

Features of the text

- Titles, headings and sub-headings
- Abstracts
- Keywords
- Digital Object Identifiers (DOIs)
- Tables, boxes and lists
- Illustrations
- Cross references/Footnotes/endnotes
- Biographical information
- References
- Index/Glossary/List of acronyms

Spelling, grammar and punctuation

- Abbreviations and acronyms
- Capitalization
- Dates
- Foreign languages
- Italics
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- Currencies
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Siddappa N.Byrareddy



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