

# Style Guide and Submission Requirements

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## US spelling

Dayreads uses US spelling.

Proofread your text before submission to make sure that the spelling, punctuation, grammar and syntax are correct. Use [Merriam-Webster online](#) for reference.

## Format

### *Fonts*

Use a standard font—such as Times New Roman, Arial or Calibri—in 12-point size.

### *Spacing: Lines and Words*

Use 1/5 line spacing in the text.

Avoid double spacing between words or sentences.

### *Margins*

The left margin must be 3 cm. Other margins must be 2.5 cm.

### *Breaks*

Use a single paragraph line break ¶ (not manual line break) between paragraphs. Avoid extra space or blank lines between paragraphs. If you want a blank space to appear between parts of the text, indicate it with three asterisks on a separate line.

Avoid multiple-column formatting and manual page breaks.

## Headings and Capitalization

### *Headings*

Use of first-level headings for first-level parts of the book is mandatory.

Use a maximum of two levels of headings. If the book is divided into two or more major parts and these parts have chapters, use first-level headings for the parts and second-level headers for the chapters. If the book only has chapters, use first-level headings for chapters headings.

First-level headings should appear in bold, and second-level headings should appear in bold italics.

- **Heading 1: 14 pt, Bold**
- ***Heading 2: 14 pt, Bold Italics***

## Capitalization

Use maximal capitals for all headings and subheadings. Capitalize all other major words—nouns, pronouns, verbs, adjectives and adverbs. Use lowercase letters for articles (“the”, “a” and “an”), coordinating conjunctions (“and”, “or” and “but”) and prepositions (“in”, “by”, “through”, etc.), except if an article, conjunction or preposition appears directly after a colon (e.g. “Old Stories: In a New Light”).

## Full Stops

Use one space after full stops between sentences.

Use a full stop followed by a space after initials that represent part of a name (for example, “P. D. James”).

Do not use a full stop after letters that signify qualifications, honours or appointments (e.g. “Dr”, “MP”) or in abbreviations (e.g. “US”, “MBA”).

## Dashes

### *Hyphens*

Use hyphens to form compounds (e.g. “sister-in-law”). Please note that some compound modifiers are hyphenated before a noun but not after: “an up-to-date manual” vs “the manual is up to date”.

### *En Dashes (En Rules)*

Use unspaced en dashes to indicate value ranges (e.g. “January–March”; “1888–1910”).

### *Em Dashes (Em Rules)*

Use unspaced em dashes to set off an amplifying or explanatory word, phrase or clause instead of a comma or bracket pair, e.g., “Settlers found—whether by chance or design—vulnerabilities in the earlier structure.”

Use unspaced em dashes to indicate a sudden break in speech or thought.

## Quotations and Apostrophe

Use curly double quotation marks (“”) and, when needed, single marks (‘’) as well as curly apostrophe (’).

## Dates and Numbers

### *Dates*

*Dayreads* uses US date format (e.g. “January 15, 2020”).

### *Spelling out Numbers*

*Spell out the numbers one to twelve as words, except when referring to pages, chapters, parts, volumes, and other divisions of a book.*

*Spell out* numbers when they appear at the beginning of a sentence.

### *Comma in Numbers*

*Insert* a comma in numbers of more than three digits (e.g. “1,066”), except when they represent dates.

### *Percentages*

Use the *two words* “per cent” (e.g., “10 per cent of participants”).

Use the symbol “%” if you are using percentages in the text frequently.

## References and Notes

### *Footnotes*

If you quote *other works*, use *consecutively numbered footnotes* for references and explanatory notes. The references should be constructed in the following way:

*Author name (the first name before surname), the full title of work, edition (if not the first edition), place of publication, publisher, date, page numbers.*

*Titles and subtitles of whole works (books, films, albums, TV series, etc.) should be in italics.*

*Titles of parts of whole works, such as articles, chapters, poems, etc. should appear between double quotation marks: “ ”.*

### *Books*

Gail Reekie, *Measuring Immorality: Social Inquiry and the Problems of Illegitimacy* (Cambridge: Cambridge University Press, 1998), 64–67.

### *Electronic Books*

Bruno David, Bryce Barker, and Ian J. McNiven, *Social Archaeology of Australian Indigenous Societies* (Canberra: Aboriginal Studies Press, 2006),  
<http://search.informit.com.au/documentSummary;dn=340537164328884;res=IELHS>.

### *Chapters or Articles*

Prudence Ahrens, “Darkness to Light: Images of the Converted in Reverend George Brown’s Photographs,” *Continuum* 19, no. 2 (2005): 279–84.

Angelique Chrisafis, “France Tightens Grip on Super Rich,” *The Guardian*, April 6, 2012. <https://www.theguardian.com/world/2012/apr/06/france-super-rich>

### *Websites*

Websites should be referred to by a specific title in italics, the author, or a descriptive phrase. Provide the precise URL.

## Images

### *Fiction and Non-Fiction*

Each illustration should appear as soon as possible after its first reference in the text. If all illustrations are created by one artist, it is enough to have the artist’s name on the title page of the book. If illustrations have a diverse origin, each illustration should have a caption with reference to the source (the artist or the copyright holder), unless otherwise instructed.

Label images so the editor can easily tell where each image should be used within an article.

## *For Non-Fiction Books*

Figures, diagrams and maps should be labelled consecutively (Figure 1, Figure 2 and so on) and placed in the text in their correct positions. They must include a title and source (and copyright information, if applicable).

Tables must be formatted in Microsoft Word using the table menu commands. They should be labelled as tables. Number tables separately from any illustrations.

Use a consistent style for all table elements in the book.

## Submission

### *Text*

The text should be submitted in a Word docx file, clean of malware and coding additional to the requirements above. A back-up file with the same text in the same layout should be submitted in a PDF file. The files should be submitted together.

### *Images*

Photos or illustrations must be submitted as separate files in JPG, PNG or TIF format. To ensure that photos and illustrations are of print quality, files should be saved at a resolution of at least 300 dpi. Use an online calculator to check the measurements: <https://www.pixelcalculator.com/index.php?lang=en&dpi1=&FS=6>