

STYLE GUIDE

Basic Style

1. Language: British English (use [Cambridge Dictionary](#) to check definitions and correct word usage)
2. Numbers: Spell out numbers from one to nine and use numerals for numbers 10 and above (except when referencing chapters and tables/figures, when the number is reproduced from a direct quote, or when the number is at the start of a sentence)
3. Spell out acronyms in full at first mention (include acronym in parenthesis at first mention; use acronyms in subsequent mentions within a chapter)
4. Spell out contractions (e.g. Use “do not” instead of “don’t”)
5. Do not use periods between letters for acronyms (e.g. Centre for American Education (CAE)), except for abbreviations such as “e.g.,” “i.e.” and “etc.”
6. Use bullet list as a rule; numbered list is used when it is expressed in the leading sentence
7. Use en dash (–) to indicate ranges (with no space before and after)
8. Use em dash (—) to emphasise additional information (with no space before and after)
9. Use of *italics*:

When to use italics	Example
Titles of books, reports, webpages, and other stand-alone works	<i>Assessment and treatment of older adults: A guide for mental health professionals</i>
First use of words, phrases, or abbreviations from another language when readers may not be familiar with them; however, if the term appears in a dictionary for the language in which you are writing, do not italicize it	Their favourite term of endearment was <i>mon petit chou</i> .
Song lyrics, poetry	<i>If there is a light You can't always see And there is a world We can't always be If there is a dark Now we shouldn't doubt And there is a light Don't let it go out.</i>

For more examples, refer to [APA Style \(7th Edition\)](#)

10. Use of “double quotation marks”:

When to use double quote marks	Example
To refer to a letter, word, phrase, or sentence as a linguistic example or as itself	the letter “j” the singular “they” answered “yes” to the question Students wrote “I promise to uphold the honour code” at the top of the test page.
First use of a word or phrase used as an ironic comment, as slang, or as an invented or coined expression	Their favourite term of endearment was <i>mon petit chou</i> .
To reproduce material from a test item or verbatim instructions to participants	The first item was “How often do you feel happy with your body?” The second item was “How often do you exercise?”

For more examples, refer to [APA Style \(7th Edition\)](#)

References/Further Reading Style

Book with Author

Tan, A. M. (2002). *Malaysian private higher education: Globalisation, privatisation, transformation and marketplaces*. ASEAN Academic Press.

Book with no Author but just Editor

Canagarajah, A. S. (Ed.). (2013). *Literacy as translingual practice: Between communities and classrooms*. Routledge.

Book Chapter

Pallansch, M. A., Oberste, M. A., & Whitton, J. L. (2013). Enterovirus: Polioviruses, coxsackieviruses, echoviruses and newer Enteroviruses. In D. M. Knipe & P. M. Howley (Eds.), *Field virology* (6th ed.) (pp. 490–530). Lippincott Williams & Wilkins.

Pua, E. C. & Gong, H. B. (2004). Regulation of plant morphogenesis in vitro. In E. C. Pua & C. J. Douglas (Eds.), *Biotechnology in agriculture and forestry* (Vol. 54) (pp. 83–102). Springer.

Benjamin, W. (1969). The work of art in the age of mechanical reproduction. In H. Arendt (Ed.), *Illuminations*. Schocken Books.

Journal (with DOI)

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Journal (without DOI)

Walden, R., Cordeiro, A., & Tiburcio, A. F. (1997). Polyamines: Small molecules triggering pathways in plant growth and development. *Plant Physiology*, 113(4), 1009–1013.

Website (with Author)

Lee, J. (1997). Kinship and family ties. *Postcoloniaweb*.
<http://www.postcolonialweb.org/nz/maorijlg2b.html>

Website (with date of publication)

British Broadcasting Corporation. (2015, September 18). Japan to allow military role overseas in historic move. *BBC News*. <http://www.bbc.com/news/world-asia-34287362>

Website (no date on page)

International Union of Crystallography. (n.d.). Nobel Prize winners associated with crystallography. *International Union of Crystallography*. <https://www.iucr.org/people/nobel-prize>

For more examples, refer to [APA Style \(7th Edition\)](#)