

STYLE GUIDE

Basic Style

- Text: Times New Roman, 12 pts., 1.5 spacing
- Language: British English
 - Use [Cambridge Dictionary](#) to check definitions and correct word usage
- Numbers: Spell out numbers from one to nine; use numerals for numbers 10 and above
 - Exceptions: When referencing chapters and tables/figures, when the number is reproduced from a direct quote, when the number is at the start of a sentence, or when numbers are indicated in a range (e.g. “8 to 10 times”)
- Spell out contractions
 - Example: Use “do not” instead of “don’t”
- Spell out acronyms in full at first mention
 - Include acronym in parentheses at first mention; use acronyms in subsequent mentions within a chapter
- Do not use periods between letters for acronyms
 - Example: Centre for American Education (CAE)
 - Exceptions: Latin abbreviations such as “e.g.”, “i.e.”, “etc.”, “et al.”
- Use bullet list as a rule
 - Numbered list is only used when it is expressed in the leading sentence, e.g. “The following are three examples of the model: ...”
- Use en dash (–) to indicate ranges
 - With no space before and after en dash
- Use em dash (—) to elaborate or include additional information
 - with no space before and after em dash

- 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:</i> <i>A guide for mental health professionals</i>
<p>Use of words, phrases, or abbreviations from another language when readers may not be familiar with them</p> <p>However, if the term appears in a dictionary for the language in which you are writing, do not italicise it</p>	Their favourite term of endearment was <i>mon petit chou</i> .
Song lyrics, poetry	<p><i>If there is a light</i></p> <p><i>You can't always see</i></p> <p><i>And there is a world</i></p> <p><i>We can't always be</i></p> <p><i>If there is a dark</i></p> <p><i>Now we shouldn't doubt</i></p> <p><i>And there is a light</i></p> <p><i>Don't let it go out.</i></p>

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

- Use of “double quotation marks”:
 - When highlighting a word or phrase (not spoken dialogue), place punctuation outside the closing quotation mark, e.g. *She described the project as “innovative”, not experimental.*
 - When quoting someone’s exact words within a sentence, place punctuation inside the quotation mark, e.g. *He said, “We will finish the work tomorrow.”*

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.
Use of a word or phrase used as an ironic comment, as slang, or as an invented or coined expression	It is considered “normal” behaviour
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 \(7th Edition\)](#)

Tables

- Should be accompanied by a title at the top of table
 - e.g. **Table 1** Expenditure spent at malls versus monthly allowance
- Should be numbered consecutively within the same chapter
 - e.g. Table 1.1, Table 1.2, Table 1.3, etc.
- Should restart from sub-number 1 in a new chapter
 - e.g. Chapter 2 would begin with Table 2.1, Table 2.2, etc.

Figures (Images and diagrams)

- Should be original
 - If figures are copyrighted and belong to a third party, the author is responsible for obtaining the necessary permission from the copyright owner and crediting the figures accordingly
 - The author is to share the obtained permission with SUP, for recordkeeping
- Should be accompanied by a caption at the bottom of the figure
 - e.g. **Figure 1** Radar image of Kuala Lumpur
- Should be numbered consecutively within the same chapter
 - e.g. Figure 1.1, Figure 1.2, Figure 1.3, etc.
- Should restart from sub-number 1 in a new chapter
 - e.g. Chapter 2 would begin with Figure 2.1, Figure 2.2, etc.
- Should be submitted to SUP as separate attachments in JPEG/TIFF/PNG format in high resolution (at least 1MB in size)

Manuscript Structure

Front matter

- Table of Contents
- List of Illustrations
- List of Tables
- Foreword
 - A brief introduction written by an external party, preferably another expert in the field
- Preface
 - A brief introduction by the author that explains the book's purpose, scope and background
- Acknowledgements (optional)
- Introduction
 - A more detailed introduction that sets out the book's context, objectives, and central argument or methodology, while also providing a brief overview of each chapter

Main Text/Body

- Chapter title
 - Include author's name, if there are different chapter contributors in the book
- Content
 - Divided into structured headings and subheadings that are consistent across all main chapters in the book
- Conclusion
- References/Further Reading (if applicable)

Back matter

- About the Author(s)/Editor(s) (optional; 100 words maximum each)

References/Further Reading (APA Style 7th Edition)

In-text Citation

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D’Agostino, 2020)	Salas and D’Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)

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

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

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

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.

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.

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

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 \(7th Edition\)](#)