**UK ENGLISH LANGUAGE AND STYLE GUIDE**

Revised August 2019

*CIPEG Journal* uses **British English** for spelling, grammar and punctuation. Non-native speakers of English should have their typescripts checked by a native speaker before submission.

Important areas where **British English** differs from **American English** include:

- Spellings of various words, e.g.: ‘programme’ NOT ‘program’ (except where a computer program is meant); ‘catalogue’ NOT ‘catalog’; ‘archaeology’ NOT ‘archeology’; ‘colour’ NOT ‘color’. If in doubt, please check – and/or change your language setting in WORD to ‘English (UK)’.
- Use of inverted commas is essentially the reverse of American practice, i.e.: SINGLE inverted commas (‘’) are used for quotations from written works, article titles, etc.; DOUBLE inverted commas (“”) are ONLY used for **reported speech**, and no other purposes.
- Dates should be of the form 23 June 2019 (NOT ‘23rd June 2019’ or ‘June 23rd, 2019’).

**Numbers**
The character between dates, page references etc. (dates: 1901–2, page number: 164–65) is an N-RULE (often OPTION-HYPHEN on a keyboard) **not** an ordinary hyphen.

**Capitalisation**
‘Middle Kingdom’
‘Twentieth Dynasty’ (NOT ‘20th Dynasty’)
‘19th century’ (NOT ‘Nineteenth Century’)
‘ancient Egyptian’ (NOT ‘Ancient Egyptian’ – except where the language is meant).
‘Professor Shirley Jones’ (otherwise ‘professor’)
Direct translations of ancient titles should be capitalised (e.g. ‘Overseer of the Granaries’), but not a modern informal translation (e.g. ‘Greatest of Seers’, but ‘high priest of Re at Heliopolis’).

**Number-spans & dates**
Please follow these examples:

<table>
<thead>
<tr>
<th>YEARS</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1902–3</td>
<td>1–33</td>
</tr>
<tr>
<td>1923–24</td>
<td>25–26</td>
</tr>
<tr>
<td>1996–2004</td>
<td>101–4</td>
</tr>
<tr>
<td></td>
<td>125–26</td>
</tr>
<tr>
<td></td>
<td>225–98</td>
</tr>
<tr>
<td></td>
<td>1076–88</td>
</tr>
</tbody>
</table>

For dates BC: 2345–2330 BC (i.e. use full year in both halves of span)
‘AD’ should prefix years only where the context could be ambiguous.

**Footnotes**
Please set all notes as footnotes in your typescript, with the footnote number **following** any punctuation (i.e. ‘superstructure.47 NOT ‘superstructure47.’)