RPSL House Style and Help for Publications

Volume 1
The Style

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Dedication Style

Foreword

Preface

The *RPSL House Style for Publications* is designed to provide information to authors writing works (books or articles in *The London Philatelist)* for publication by The Royal Philatelic Society London. It aims to ensure that all its books conform to a consistent RPSL house style and reinforce the RPSL as a brand signifying high quality philatelic research. Deviations are only permitted if requested to, and endorsed by, the Publications Committee. Please note that the correct name of the Society is The Royal Philatelic Society London.

We want you to write your book as you would wish to express yourself and report on your scholarship and research. This document does not tell you how to write. It describes how a book on philatelic scholarship should be put together and be useful to its readers, and reflects best practice in writing any scholarly research. **What is most important is that you should be consistent throughout.**

It is also intended to help you be grammatically correct and consistent, both within the book itself, and across all books published by the RPSL.

When submitting a book for publication by the RPSL (or article for inclusion in *The London Philatelist),* it needs to be provided in electronic format.

The document may be fully prepared for printing or may be used for importing to a Desktop Publishing Programme (DTP) for finalisation. In either case, the electronic document provided needs to conform to RPSL House Style rules. Articles can be considered a subset of a book — equivalent to a chapter, and the *LP* Editor may adjust for consistency across all articles.

The software used for preparation of the manuscript is likely to be Microsoft Word (MS-Word) or perhaps Open Office (or similar) or even a full Desktop Publishing application. The general principles apply to whatever is used.

This *House Style* document has been created using the RPSL MS-Word template and is divided into chapters as can be seen in the Table of Contents.

MS-Word is not a desktop publishing programme and so has limitations; MS-Publisher was provided by Microsoft as their DTP solution but will reach end-of-life in October 2026. The industry standard DTP software is Adobe Indesign which is used when RPSL are typesetting books, but it comes at a price! — and has a regular subscription. An alternative is Serif Affinity, which is free, but it does have limitations, in particular, the way it handles tables.

Where examples are given in this manual, the correct version is coloured green, and the incorrect version is in red.

If you are in any doubt about any aspect of the *Rules*, you should contact the member of the RPSL Publications Committee who has taken on responsibility for your book and to guide you through the publishing process.

When viewing this document in Adobe Acrobat it is useful to show bookmarks in a side panel to help find topics. (In MS-Word the same thing can be achieved by clicking Ctrl+f and selecting the "Headings" option in the Navigation window that opened).

Acknowledgements

Table of Contents

List of Figures

List of Tables

List of Maps

List of Diagrams

Text Body

Chapter 1 First Principles

The Structure of a Book

Left Hand Page		Right Hand Page	
Dummy Page		**Preliminary Matter** Half Title	Title / SubTitle / Volume of the book
Publisher Name Copyright statement Funding Typesetter / Printer	Publishing Info	Title Page	Book Title, Author, Date
	Dedication / Publicity	Foreword Preface Acknowledgements	Would probably run to several pages
		Contents	Generated Lists Part/Chapter/SubTitle Figures, Tables,
	...	...	Manual Lists Abbreviations, Contributors
The chapters can sometimes be grouped into Parts		**Text Body** Chapter 1	Each chapter should start on RH page of spread
	Chapter 1	Chapter 2	
	Chapter 2	Chapter 3	
		End Matters	Appendices Glossary, Endnotes, Bibliography, Index (always Last)
	Blank		

A book should be a multiple of four pages, so may need blank pages added at the end (which could be used for promotional information).

The sequence of the components of a book is as follows[*]:

1. Preliminary Matters (page numbering Roman style)
   a. Dummy Page — Temporary page to show spreads correctly in MS-Word
   b. Title Pages (page number not printed, but numbering starts here)
      i. Half Title
      ii. Publishing information (LH)
      iii. Title (RH)
      iv. Dedication (LH) — optional
   c. Foreword (RH) — optional (page number printed here and afterwards)
      Written by someone other than the author, often a respected figure, to endorse the book and explain its significance
   d. Preface (RH) – Written by the author
   e. Acknowledgements (RH)
   f. Table of Contents (RH)
   g. List of Figures — usually (but not necessarily every image)
   h. List of Maps — optional
   i. List of Diagrams — optional
   j. List of Tables
   k. List of Abbreviations
   l. List of Contributors
2. Text Body: Parts and Chapters (page numbering Arabic style)
   Part (a grouping of chapters) and Chapter numbering is an individual's choice.
3. End Matters (page numbering Arabic style) — these can appear in any sequence depending on importance to the reader in using and interpreting the text (with the proviso that the index is always placed last)
   m. Appendices
   n. Glossary
   o. Bibliography
   p. Endnotes
   q. Index

Pages and Spreads

When viewing a book, one views a "spread", consisting of the left-hand page and right-hand page (except the first page which only shows the single cover page).

Chapters (or equivalent) should usually commence on the right-hand page of a spread. This may mean that the facing left-hand page is blank; if a suitable image is available, this can be added instead of having a blank page.

The left-hand pages will have even page numbers and the right-hand pages will have odd numbers (but not all will be printed).

It is important to know what is on facing pages; for instance, the text describing an aspect may be on one page, but a related image may not fit on the same page and hence would be on the next page. If this is a facing page in a spread then that is good; however, if the image appears in a different spread, then it may be awkward for the reader.

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[*] RH = Right-hand page; LH = Left-hand page.

Microsoft Word does not support showing a cover page on its own, only always one page or two pages; therefore, when composing a document, it is difficult to visualise the spread, hence the dummy page referred to above and explained in the *RPSL House Style and Help for Publications Volume 2 — MS-Word-Help* document.

Headers and Footers

The Book Title pages are in their own section without header or footer
The next section is for the rest of the Prelims:
Odd and even pages in the Prelims should have different headings: the left side showing the Book Title and the right side blank
The footer should have the page number centred and use Roman numbering
Following sections should have the left side showing the Book Title and the right side the Chapter number and Name (with different Chapter Naming), and the page numbering should be in Arabic numerals.

The Page header should normally have the text, with a printed line below, followed by a blank line:

Style = PageHeader LineBelow

And the footer should normally have a blank line, followed by a printed line, and then the text:

Style= PageFooter LineAbove

Page Numbering

The footer should contain the page number "##" centred; if this document is a revision to a previous one then the version number and date should be included on the outer side of the footer of each page (i.e. on the LHS of even pages but RHS of odd pages). The Title section should have empty headers and footers).

Prelims page numbers should start at one in Roman numerals. The Text Body should continue in sequence but in Arabic numerals; e.g. Prelims page nos i to v, Chapter 1 commencing page no. 6. Keeping Chapter 1 page number incrementing from prelims ensures that page numbering in the eBook viewer works correctly.

Page Size

Page size should usually be US Letter, which is slightly wider but shorter than A4, the extra width giving slightly better presentation. This is the RPSL standard for hardback printing. If you prefer A4 or other, ask the Publications Committee for approval.

Set the Margins (in mm) as follows: Top 20; Bottom 20, Inside 25, Outside 20, Gutter 0; with Mirror Margins; OR: Top, Bottom, Inside, and Outside all at 20 but set the Gutter to 5. This gives a slightly wider gap for the binding.

For softback, A4 is often used and these are usually perfect bound, therefore increase the Inside to 35 mm .

Notes

Within the body of the text, these can be Footnotes or Endnotes (plus a Bibliography).

Footnotes appear at the foot of each page but Endnotes can appear either at the end of the document or at the end of a section/chapter. Footnotes can sometimes be quite overbearing on a page and so Endnotes are usually preferred if notes are numerous on a page or a note is long.

Table of Contents

Part Title, Chapter Title and optionally, Section Title should be included in the Table of Contents.

Chapter 2 Styles

Whatever software is used for typesetting, use of Styles, rather than formatting paragraphs and characters individually, helps to maintain consistency of presentation.

Paragraph styles affect the whole paragraph, whilst **Character styles** only affect the specific text selected.

Use of styles is also important to enable automatic generation of the Table of Contents and similar lists.

Typefaces (Serif / Sans Serif)

Terminology

Aptos Serif is a **typeface**; Aptos Serif 12pt bold is a **font**, and Aptos Serif 10pt regular is a different **font.**

RPSL Standard

Headings and Body Text should use different typefaces, the former sans-serif and the latter serif. (See explanation in the Appendix). Text within tables should also be sans-serif.

The following typeface families have been approved.

- For sans serif
  - o Aptos
  - o Arial
  - o Arial Nova
  - o Calibri
  - o Segue UI
  - o Verdana
  - o Myriad Pro
- For serif:
  - o Aptos Serif
  - o Georgia Pro
  - o Times New Roman
  - o Garamond (historically, the RPSL House typeface for serif text)
  - o Minion Pro

Other typefaces may be acceptable but need to be approved by the Publications Committee.

The default Microsoft Office suite typeface family is now Aptos (replacing the previously used Calibri). The MS-Word document/template is set up using this typeface family.

The Aptos typefaces can be seen here:

- https://fonts.adobe.com/fonts/aptos
- https://fonts.adobe.com/fonts/aptos-serif

In MS-Word, the main ones are known as: Aptos Display for Headings etc.; and Aptos Serif for Text.

Headings

All headings should use the sans serif typeface chosen from the earlier list.

The following are recommended characteristics for fonts.

Heading	Characteristics	Comment
Book Title	28pt regular, centre	
Book SubTitle	22pt regular, centre	
Part Title	18pt bold, centre	ToC-1
Chapter No. & Title	18pt bold, centre, spacing 6pt before and after	ToC-2
Chapter Section in ToC	14pt bold, centre, spacing 6pt after	ToC-3
Section within a chapter	14pt bold, left, spacing 6pt before, 3pt after	
SubSection	12pt underscore, left indented 1cm (optional) spacing 3pt before and after	
Table Title	12 pt, regular, centre	The table number should be bolded.
Map Title	ditto	ditto
Diagram Title	ditto	ditto

Further levels can be defined, as required.

If a heading is too long to fit on one line, one should put in a soft line break (Shift+Enter keys) at an appropriate position. If these are included in a generated list, you may need to put in a space before the soft line break for it to appear correctly in the ToC/list.

The first word of a heading should be capitalised but not others, unless proper names.

The heading should not end with a full stop.

Body Text

Body Typeface

These should use the serif typeface as chosen from the earlier list.

Font size to be used varies depending on the typeface chosen, use 11 pt or 12 pt, check readability to see which is appropriate.

For the first paragraph after a heading; there is no first line indent.

For subsequent paragraphs; the first line is indented half a cm. However, sometimes consecutive paragraphs change topic and if this needs to be emphasised without a sub-heading, in that case a gap can be inserted and then a "first paragraph" style should be used.

For both of the above, there should be a small gap after each paragraph to aid readability — 2pt /1-2mm.

Dedication

<div align="center">

Dedication: Style is 14 point, centred
with 2cm indents left & right.

</div>

Long Quotes (of a paragraph or more)

Style should be 10 point italic with margins indented 1 cm left and right.

Short Quotes

In the same style as the body but enclosed in double quotation marks without italics.

Lists

The last line should end with a stop.

Bulleted List

- Bulleted list: standard line example
- Bulleted list: last line example ending with a stop.

List Numbered

1. Numbered list: standard line example
2. Numbered list: last line example ending with a stop.

Paragraph List

A list without prefix, indented left 1cm

Paragraph Hanging List

A list without prefix, no indent on first line but subsequent lines indented.

Tables

Tables are a special type of list and the contents should be formatted according to the content, the body is often in a smaller font size than normal text and sans serif.

Table Titles / Map Titles / Diagram Titles

These should all be the same format: sans-serif 12pt centred, with the reference in bold.

Table x.y. TableTitle

Table Text Example

Table Header-1	Table Header-2	Table Header-3	Table Header-4
Table Body-1	Table Body-2	Table Body-3	Table Body-4

Map Text Example

If a Map Title style is used, the list in the Prelims can be automatically generated.

Map 1. Titles
2nd line

A manual line break (Shift+Enter keys) has been inserted in the above, after "Titles" (rather than just the Enter key). In MS-Word the list generated adds a space (but in InDesign, no space is added – there are options in InDesign to define how line breaks are handled).

Diagram Text Example

Diagram Titles

If a Diagram Title style is used, the list in the Prelims can be automatically generated.

Diagram 1. Diagram Titles

Glossary and Bibliography

Use a serif typeface, 10 pt, left justified with hanging indent (where the 2nd and subsequent lines are indented further than the first line by 1cm).

Chapter 3 Images / Figures

Each illustration must be clearly identified with a figure number and short caption. The figure number should be by chapter and sequential number within the chapter, optionally with a suffix followed by a dot e.g.

Figure 3.1a. *Sample*

The style is a serif typeface, 10pt, centred, with the reference in bold and the caption in italic.

It is usual to provide a list of figures in the Prelims; however, in some books, e.g. censuses of covers, this list can be too overwhelming and what is included should be limited.

If you are using illustrations not belonging to yourself, you must ensure that you have appropriate permission to use that illustration in your book. It is always the author's responsibility to obtain copyright permissions from third parties and pay any fees required. You should also acknowledge the owner of the illustration in your caption.

Under no circumstances should original material be sent without the prior agreement of the RPSL

The resolution quality required for printing is higher than for display on a screen; 300ppi/dpi is the preferred resolution but for archive or web images this is often not available. Anything below 150 will probably give a poor quality picture in the printed book, and should be avoided (a trial print may confirm acceptability).

However, when we assess resolution, we must distinguish between the resolution of the source image and the effective resolution in the document — it is the latter that is important. If the original image is created at 150ppi but is shown at half size in the document, that is an effective ppi of 300; on the other hand, if the image is enlarged then the effective ppi is lower.

In the past .TIFF format images were the standard, but technology has moved on. The JPG / JPEG format used to be frowned upon, as it compressed the image quality when saved, however, current software allows you to specify how much compression you want, so, always choose the no/minimum option. (TIFF files are massive in size and cannot be used in web browsers). JPG format does not support layers/transparency, so, if needed for an image use TIFF.

See Volume 2 for an explanation of how MS-Word treats images (they are down-sized unless a parameter is changed).

Red-Green-Blue (RGB) and Cyan-Magenta-Yellow-Black (CMYK) are two different formats (aka Profiles) for showing colour. The former is used for screen display, whereas the latter for printing. MS-Word does not support CMYK and therefore before a Word document is printed, the printer will undertake a colour conversion. Note: file format .PNG does not support CMYK.

This, and other considerations, such as the calibration for the original scan, affects the accuracy of the colour in the printed document versus the original artefact. Therefore, do not expect precise accuracy, and shades may be particularly difficult to represent.

When cross-referencing to a Figure, use of either "See Figure ##" or "(Fig. ##)" is acceptable.

Adobe Photoshop is traditionally the industry standard for image editing but comes at a cost, Affinity (Photo) provides comparable functionality and is free.

<u>Examples</u>

Figure 3.3. *Embedded Image {courtesy Steve Jarvis}.*

Figure 3.4. *Linked Image*

Chapter 4 References

References is a generic name for: Footnotes; Endnotes; Bibliography and Citations.

RPSL House Style

A citation is the act of referencing a source as a parenthetical mention in the text that corresponds to an entry in the Bibliography.

Footnotes and Endnotes provide extra information without cluttering the main text. They can also be used for citing sources.

Endnotes[†] appear either at the end of a chapter or near the end of a document, whereas Footnotes[1] appear at the foot of the page where referenced. Use Endnotes rather than Footnotes where the text is long or there are many on a page, as the notes can disrupt the flow of your main text.

Footnotes and Endnotes only relate to information you have directly referenced in your text, while a **Bibliography** includes all cited sources, plus any other sources you consulted for background reading but did not cite. The key difference is that Footnotes/Endnotes are specific to the work you've referenced, whereas a Bibliography shows the full breadth of your research, including sources you've read but didn't use in the final work.

Citations

All citations should follow the same format and RPSL require full bibliographic information to be provided.

The RPSL has adopted **"ISO 690 Author-Date"** as the preferred standard for formatting citations, which is an international standard for academic and scientific citations that outlines the elements and order for creating bibliographic references. It provides a framework for citing various sources, from books and journal articles to websites and electronic resources, ensuring consistency across different publication types. This standard sets the basic rules for content and order, but the exact formatting for punctuation and capitalization varies by organisation. For the RPSL: we separate multiple authors with a semi colon (as the family name and the given name / initials already have a comma separator); initials are without stops and spaces; also, the author name and year should be bolded.

The content and format details vary according to the nature of the referenced work (e.g. that for a book is different to a journal article).

This web page shows the structure for many sources: https://citationsy.com/styles/iso690-author-date-en[‡] but in summary:

Within the text, Citations are in the format (Author, Year, Optional page) e.g. Reference to Book (Akerman, 1970 p. 22) and the Bibliography is sequenced by 'author family name' etc. In text citations are not usually superscripted (but can be); leave a space before the citation.

If an author strongly prefers **ISO 690 Numerical**[§], that is also an acceptable format. The only difference being that a superscripted number is used for in text and the citations are Endnotes.

[†] Sample Footnote 1

[‡] **Citationsy. (2025, November 8).** ISO-690 (author-date, English) Referencing Guide. Retrieved 11 Oct, 2025, from citationsy.com: https://citationsy.com/styles/iso690-author-date-en

[§] https://citationsy.com/styles/iso690-numeric-en

In the Bibliography, a list of the citations should be provided (in serif typeface, 10pt) in the following form:

Books: Author (surname then initials) / Year / *book title (italics)* / location / publisher / date. E.g.

Akerman, GC. 1970. *Queen Victoria. Plating of the Half Penny, 1887–1900.* London: Great Britain Philatelic Society, 1970.

Periodicals: Author / Year / 'Article title' */ name of periodical (italics)/* date / volume, issue, page number. E.g.

Jones, AB. 2009. Article Title as Given in Magazine. *Stamp Collecting.* January 2009, Vol. 2, p. 26.

Footnotes and Endnotes

The source information should also conform to the ISO 690 format.

Within the text, Footnotes and Endnotes have an associated number or character. Footnotes and Endnotes should use Arabic numbering, however, if both are used, one should use a different style (e.g. Roman numerals, alphabetic, (*, †, ‡)).

The Notes List is sequenced by the number, which is usually, but not necessarily, in the same sequence as encountered in the document, i.e. ascending page number > position.

Within the text, use superscript [3] (superscript is a number smaller than the normal line of type and set above it, as shown). The superscript should be placed after any punctuation if referring to the whole phrase, but before it, if referring to the last word only.

Referencing Web Resources

Web resources can change or move over time and therefore citing them is discouraged.

If used, it is generally best to reference them as "numbered" Footnotes or Endnotes. This circumvents the problem of how these are cited as, for instance, different pages in Wikipedia would give identical "In Text" reference (using ISO 690 Author-Date standard). The same issue applies where different pages of other web sites are referenced.

However, documents and reports on the web are more stable and probably should be treated as citations in the bibliography.

Citing Wikipedia is discouraged by them but if required, one can obtain the Bibliographic reference when on a page by clicking Tools > Cite This Page. ISO 690 is not shown but the APA style is closest to ISO 690, giving for instance:

Wikipedia Contributors. 2025. Jamaica. *Wikipedia, The Free Encyclopaedia.* [Online] 9 November 2025. [Cited: 10 November 2025.] https://en.wikipedia.org/w/index.php?title=Jamaica&oldid=1321329073.

Which would have given an In Text citation, if RPSL were using it, of (Wikipedia Contributors, 2025)

Software Comment

Footnotes and Endnotes are specifically supported in both InDesign and MS-Word. Citations are directly supported in MS-Word but not in InDesign (however, the Cross-Reference facility can be adapted using text anchors). The MS-Word facility is very useful for formatting citations and can even be used as a foundation for creating a Bibliography in Indesign.

Citations Examples

In Text

The words before the parentheses in the In Text citation are the Type of Source assigned to the reference which become noticeable in the bibliography.

- Reference to Book (Akerman, 1970 p. 22)

- Reference to Book (Akerman, 1970 p. 120)
- Reference to Book (Akerman, 1970 pp. 90–95)
- Reference to Book (Bacon, 1920 pp. 250–260)
- Reference to Periodical Article (Allevi, 1991 p. 99)
- Reference to Periodical Article (Dunstan, et al., 2023)
- Reference to Periodical Article (Allevi, 1991 pp. 1350–1360)
- Reference to Periodical Article (Jones, 2009 pp. 75–77)
- Reference to Periodical Article (Jones, 2012)

Where a page range is stated use an en-dash, rather than a hyphen (For Windows on a keyboard with a numeric keypad: Use Alt + 0 1 5 0 (en dash) or Alt + 0 1 5 1 (em dash) using the numeric keypad; or Insert > Symbol.)

Note: the page number for the last entry is omitted as it is referring to the article, rather than a specific page.

Bibliography Entries

Akerman, GC. 1970. *Akerman, GC, Queen Victoria. Plating of the Half Penny, 1887–1900.* London: Great Britain Philatelic Society, 1970.

Allevi, P et al. 1991. The 1st Total Synthesis of Carminic Acid. *Journal of the Chemical Society-Chemical Communications.* 1991, 18.

AuthorFamilyName, FirstGivenName SecondGivenName. 2020. *Book Title.* Bingham : WIPSG, 2020. 1234567890123.

Bacon, ED. 1920. *The Line-engraved Postage Stamps of Great Britain printed by Perkins Bacon & Co.* London: Charles Nissan & Co, 1920.

Baxter, Roger. 2025. Bermuda 1959-1965: William Harrington, the Perot Post Office and Royal Ciphers. [ed.] Anthony S Bard. *The London Philatelist.* November 2025, Vol. 134, 1530, pp. 461-467.

Dunstan, Drew and Roberts, Pete. 2023. 'Blue-Black Ink on the stamps of QV Departmental Officials'. *GB Journal.* 2023, Vol. 61, pp. 32–45, and 49–63.

Frank, Walton. 2015. *De La Rue Archive.* London: Royal Philatelic Society London, 2015.

Huxley, Tim. 2025. Romania's Foreign Postal Card UPU Rate Change and its Consequences, 1876-79. [ed.] Anthony S Bard. November 2025, Vol. 134, 1530.

Jones, AB. 2009. Article Title as Given in Magazine. *Stamp Collecting.* January 2009, Vol. 2, p. 26.

—. 2012. Article Title in LP. *The London Philatelist.* January 2012, Vol. 121, pp. 35-42.

Trotter, Brian, Flanagan, Pat and Harrop, Keith. 2025. *Rhodesia and Nyasaland Mails - Colonial Rule to Beyond Majority Rule Postage Dues & Other Charges.* London: Royal Philatelic Society London, 2025. 978-1-913015-34-3.

Walton, F, et al. 2015. *De La Rue Collection.* London: RPSL, 2015.

Note: The second occurrence for a person can be abbreviated using an em-dash — See Jones above.

Chapter 5 Generated Lists

If paragraph styles have been applied to text, they can be used to automatically generate / update references with the current page number. This approach should be used, rather than manually typing in Table of Contents etc. to ensure consistency and accuracy.

Typical examples are:

- Table of Contents
- List of Figures
- List of Tables
- List of Maps
- List of Diagrams

Chapter 6 Orthography

Spelling rules

The RPSL uses spelling as published in the Oxford English Dictionary (OED), and refers to http://oxforddictionaries.com. However, the OED records and allows some variations in spelling. In order that inconsistencies may be avoided, the RPSL has adopted some specific rules that apply to all its books:

- Use -ise spellings, not -ize spellings.

    Decimalise, specialise etc., not decimalize, specialize etc.

- Retain -e where required for pronunciation: ageing, acknowledgement, etc.

- Proper names ending in -y do not change to -ies if pluralised.

- Use a hyphen for terms such as orange-red, but not for shades (use reddish orange.

- Use appropriate foreign (particularly ancient Greek and Latin) plural forms where they are still in common usage, e.g. medium/media, analysis/analyses, basis/bases, appendix/appendices. But note that the plural of index is indexes.

See below for a number of common spellings and misspellings, including philatelic terms and other specific spellings, for your guidance.

Common errors in word usage

- Among v between
  Among is used for undifferentiated items.
  Between is used with individual, named items.

- Less v fewer
  Less is used with nouns which are not countable objects: if you could use *much* to describe having a lot of the noun, use *less*.
  Fewer is used with countable objects: if you could use *many* to describe having a lot of the noun, use *fewer*.

- Effect v affect *(used as a verb)*
  Effect as a verb means to bring about, or to have the result that.
  Affect as a verb means to have an impact on, or to change, or to assume the character of something.
  Effect as a noun means the impact something causes.
  Affect as a noun means someone's outward appearance of their psychological state.

- Infer v imply
  Infer is to read a meaning into something that is not explicitly stated: to read between the lines.
  Imply is to suggest something without being explicit: to hint at something.

RPSL's list of common spellings and usages encountered in philatelic literature

A-row, *hyphen*.

abbr. *in a mixture of upper and lower case use stops (e.g. B.Litt.).*

acid-free, *hyphen*.

acknowledgement(s), *not acknowledgment(s).*

advt., *(advertisement).*

age: 41-year-old, *hyphens.*

air mail, *not airmail.*

all right, *two words.*

anti-clockwise, *hyphen.*

appendix, pl. appendices (but indexes).

archival-quality, *hyphen, as in 'archival-quality paper', but not in 'paper of archival quality'.*

back-to-back, *hyphens.*

backstamp, *one word.*

base-line, *hyphen.*

benefited, *not –fitted.*

biased, *not –assed.*

bilingual, *no hyphen.*

Block Cypher issues.

Book reviews: TITLE [: subtitle], [edition]. Author/Editor. [Size,] pp., [No. illustrations,] [binding,] [limited edition]. Published by publisher, year. Price [ ] [postage] [supplier] ISSN/ISBN (*use hyphens between numbers*).

Bradbury, Wilkinson, *comma.*

Coat of Arms, *caps, no hyphen.*

colours, *not colors.* Use a hyphen for a combination of colours, rose-red, but no hyphen when a shade, rosy red.

cancel or cancellation. canceller, *not —or.*

c.d.s., *stops.*

centring, *not centering or centreing.*

century: 18th century, *l.c. 'century'.*

cf., (compare) *one stop.* (c.f. (two stops) – carried forward).

charge marks, *two words.*

check-list, *hyphen.*

circa, *italic (Latin).*

circular datestamp, *one word.*

Co., (company) *cap C.*

Col., (colonel).

collectables, *not collectibles.*

collective nouns: treat as singular (e.g. the committee is; Parliament is).

combhead, *one word.*

comprise, *not comprise of.*

computer terms: MB, megabyte; KB, kilobyte; GB, gigabyte; MHz, megahertz.

corner lettering: JD, *no hyphen*, PK-PL, *hyphen.*

currency: 6d, *no stop*; 2s 6d, 1s, not 2/6, 1/-. 'Sterling' applies to decimal and £.s.d. currency.

dash: en (i.e. the shorter form) dash used for ranges, London–Brighton; 1911–12.

dates: 8 June 1908; *not 8th June; not June 8th.* An exception is when quoting postmark dates; century, l.c. 1860s, no apostrophe; mid-1860s, l.c. m, hyphen, no apostrophe.

datestamp, *not date stamp or date-stamp.*

dependant (noun)/dependent (adjective).

despatch, *not dispatch.*

Die 1a, *cap D. capital when referring to a specific die: a Die 2 example, but lower case when referring to a die being used.*

double-ring, (postmark) *hyphen.*

Downey Head issues, *cap H.*

Dr (doctor) *no full stop as contraction.*

duty plate, *two words.*

Edward VII/VIII, use King Edward VII/VIII

elevenpenny, *one word.*

Elizabeth II, use Queen Elizabeth II.

Enschedé, *acute accent* (é = alt + 0233, ASCII 130, ANSI 0233).

f.d.c., first day cover not uppercase.

Figure: use Figure 8 in text.

first-class, *hyphen.*

focused, focusing, *not ...ss...*

fractions: one-third, one-quarter, *hyphens.* Also Alt + 0188 = ¼, 0189 = ½, 0190 = ¾.

frame-break, *hyphen.*

frame-line, *hyphen.*

FRPSL, *small caps/no stops/no comma before L. Use a font two points smaller.*

GB, *no stops.*

The GB Journal, *italics, include 'The'.*

George V, use King George V.

George VI, use King George VI.

government, *no cap.*

half-tone, *hyphen.*

hand-drawn, *hyphen.*

hand-engraved, *hyphen.*

hand made*, the canceller being hand made.*

handmade, *one word when used as an adjective. A handmade canceller.*

handstamp, —ed, *one word.*

handstruck, *one word.*

handwritten, *one word.*

head plate*, two words.*

i.e., *stops.*

imperf., *stop.*

imperforate (adj.), *not 'imperforated'.*

imprimatur.

index, pl. indexes (the plural is 'indices' only in science and mathematics).

initials: HG *no stops.*

instalment, *not –llment.*

internet, *lower case.*

inverted-and-reversed, *hyphens.*

ital., *abbr. for italic.*

KEVII, *no stops or space.*

KEVIII, *no stops or space.*

key plate, *two words.*

KGV, *no stops or space.*

KGVI, *no stops or space.*

left-hand, *hyphen, when used as an adjective.*

letter-rate, *hyphen.*

letterpress, *one word.*

letters of distinction: BA, FRPSL, RDP, *small caps*, *commas between*; Dip.A.D., *stops when a mixture of lower and upper case letters.*

licence (*noun*)/ license (*verb*).

Line-Engraved, *hyphen.* Caps when referring to the Line-Engraved issues of QV, but l.c. as in 'stamps are line-engraved'.

Ltd, *no stop.*

mailbag, *not mail bag (two words).*

mailboat*, not mail boat.*

make-up, *hyphen.*

make-ready, *hyphen.*

Maltese Cross, *caps.*

matt, *not matte (American), i.e. non-glossy.*

measurement: see below.

Messrs, *no stop.*

MHz, *two caps, no stop.*

mid-1880s, *hyphen, no apostrophe.*

miscut, *one word.*

months: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec. *Stops except for May, June and July.* An exception is when quoting postmark dates which can be done as they appear.

Mr, *no full stop as a contraction.*

Mulreadys, *not —ies.*

ninepence, *one word.*

No. (number), *cap and stop, followed by a space.*

no-one, *hyphen.*

off-centre, *hyphen.*

offset, *one word.*

on to, *two words.*

Orbs wmk, *cap O.*

over-inked, *hyphen.*

over-inking, *hyphen.*

overweight, *one word.*

page: 24-page catalogue, *hyphen.*

papermaker, *one word.*

Penny Black, *caps.*

Penny Red, *caps.*

Penny Lilac, *caps.*

Penny Post, *caps.*

perf., *stop.*

photo, photos, *no stop.*

photogravure. The abbr. 'photo' (without stop) is already used for photograph; photo. (with stop) is acceptable for photogravure.

plate-glazed, *hyphen.*

Plate 6, *cap P for particular plate.*

plate, for general plate.

PMG, Postmaster-General.

PO, *no stops.*

postcard, not post card unless quoting directly from text on card.

postmark, *one word.*

post office, *two words - not postoffice or post-office.*

Post Office (caps) when referring to the organisation rather than a particular office or building.

Postmaster-General, *caps, hyphen.* (Plural is Postmasters-General, not —als).

practice (*noun*)/practise (*verb*).

pre-adhesive, *hyphen.*

pre-paid, *hyphen.*

pre-payment, *hyphen.*

pre-stamp, *hyphen.*

present-day, *hyphen.*

prisoner-of-war, *hyphens, abbr. to PoW.*

Prof, professor, *no stop.*

PUC, *no stops.*

put to press, *no hyphens.*

QEII, *no stops or space.*

quartz lamp, use ultra-violet lamp or UV lamp.

QV, *no stops or space.*

R20/11, Row 20, stamp 11.

re-, *hyphen* always before a proper noun; Use the hyphen with the prefix *re* only when *re* means *again* AND omitting the hyphen would cause confusion with another word. Use to improve clarity, e.g. re-entry, re-gummed, re-hardened, etc.

recut, *one word.*

reface, *one word.*

reprint, *one word.*

Revd, (Reverend) *no stop.*

right-hand, *hyphen.*

Royal Cypher issues, *caps.*

saleroom, *one word.*

screw-head, *hyphen.*

screw-hole, *hyphen.*

set, as in 480-set, *hyphen.*

set-off, *hyphen.*

SG 272a, *no stops, space after SG.*

SG Spec., *stop after Spec.*

short-term, *hyphen.*

side-by-side, *hyphens.*

sixpence, sixpenny, *one word.*

so-called, *hyphen.*

specialised, *not -ized.*

spelled, *not spelt.*

Specimen, *cap S,* avoids ambiguity: 'A Specimen of this value' means a stamp overprinted SPECIMEN; 'A specimen…'

means an example of a stamp. *Small caps referring to an overprint in caps.*

squared circle, *two words.*

St, (Saint) *cap, no stop.*

sub-post office, *hyphen.*

subtitle, *one word.*

supersede, *not —cede.*

tête-bêche, (head-to-tail) ital. (ê = Alt + 0234, ASCII 136, ANSI 0234).

three-halfpence/penny, *hyphen.*

threepence, *one word.*

time-to-time, *hyphens.*

TPO, TPOs, *no stops, no apostrophe.*

transatlantic, *not trans-Atlantic, Trans-Atlantic.*

tsar, tsarist, *not czar, czarist (except in central Europe, where 'c' is pronounced as 'ts').*

twopence, *one word.*

twopence-halfpenny, *hyphen.*

unhardened, *one word.*

unoverprinted, *one word.*

unpaid, *one word.*

unregistered, *one word.*

unwatermarked, *one word.*

updated, *one word.*

USA, *no stops.*

usage, not useage.

UV, (ultra-violet) *caps, no stops.*

Victoria, use Queen Victoria.

Watermark: Orbs, Emblems, Spray, Crown, *cap*; Large Crown, abbr. LC; Crown CC; Crown CA; Mult. Crown CA, abbr. MCA. Use abbreviation only after introducing the full term.
(short form = Wmk with no stop, as contraction)

website, *one word, no cap.*

weight: 3 lb, 5 oz, 67 g, *no stops.*

well-produced, *hyphen.*

well-known, *hyphen.* As an adjective.

world, *lower case.*

wove (i.e. type of paper), *not woven.*

A short list of common philatelic misspellings to avoid

Correct	Wrong
air mail	airmail
British Columbia	British Colombia
Caribbean	Carribean, Caribean
Colombia (country in South America)	Columbia
De La Rue	De la Rue
discoloration	discolouration
fluorescent	flourescent
Gandhi	Ghandi
Gibraltar	Gibralter
Gilbert & Ellice	Gilbert & Ellis
Hanover	Hannover
Harrison (re Harrison and Sons Ltd., printer)	Harrisons
imperforate (adj.)	imperforated
Jeffery Matthews	Jeffrey Matthews
Luxembourg	Luxemburg
Macao	Macau
Mackennal	MacKennal, McKennal
naphthadag	napthadag
Ormond Hill	Ormand Hill
Philippines	Phillipines
Rowland Hill	Roland Hill
QEII	QE II, QE 11
Romania	Roumania, Rumania
Supersede	supercede

Punctuation

<u>Apostrophe</u>

- Use **'s** after singular nouns and plural nouns which do not end in s, as in John's collection. Use the **'** only after plural nouns ending in s.

- Use an apostrophe where letters have been omitted, to indicate that letters have been omitted (see abbreviations and contractions, below) and where, as in don't (= do not).

<u>Colon and semicolon</u>

- Use a colon to introduce a clause that logically depends on and follows the preceding text, but not if the two parts of the sentence are not logically connected.

- Use a semicolon to link two related parts of a sentence if each part could stand alone as a complete sentence.

<u>Comma</u>

- Use commas to surround a <u>non-defining</u> word or phrase (which adds information but could be omitted without changing the sense). Use a single comma if it begins the sentence: Thomas Tapling, the eminent philatelist, died in 1891. However, do not use a comma where a <u>defining</u> word or phrase begins a sentence: Eminent philatelist Thomas Tapling died in 1891.

- Do not use a comma to join two main clauses; use a semicolon or a word such as 'and' or 'but'.

- It is optional (but be consistent) whether to use the 'Oxford comma', i.e. a comma placed before the final "and," "or," or "nor" in a series of three or more items. e.g. "I like oatmeal, eggs, and fruit salad for breakfast" is better with the comma, as it clearly indicates three items, whereas "I like oatmeal, eggs and fruit salad for breakfast" could be interpreted as two items.

<u>Hyphens and Dashes</u>

- Use a hyphen in an adjectival phrase before (and sometimes after) a noun: the up-to-date list, acid-free paper.

- Only use a hyphen with prefixes to avoid confusion or mispronunciation, e.g. where the prefix itself or letters are repeated, e.g. pre-eminent.

- Use a hyphen before a proper name, number or date, e.g. anti-capitalist.

- Do not use a hyphen to create a new compound noun; if it is a recognisable concept, make it one word: website, webpages, email, not e-mail.

- An en-dash – (longer than a hyphen) should be used in ranges, e.g. 1990–1995.

- An em-dash — (longer than an en-dash, with space either side) should be used for emphasis, to indicate a break in a sentence, or to set off parenthetical information in a more striking way than commas or parentheses.

<u>Quotation marks</u>

- Use double quotation marks for quotations within paragraphs (which should be set as

normal Body Text) except where whole paragraphs are set in indented italics. Use single quotation marks for a quotation within that.

- Quotation marks should be placed after a comma or full stop if referring to the whole phrase or sentence, but before if referring to the last word only.

Bold and italic text

- Use bold text to emphasise any part of your text that should stand out and be noted: a name, a date or other important information. Use bold text very sparingly.

- Use italics for a section of your text that is different from that surrounding it.
  Please note that:
    - the title of a book or journal should be in italics if it is a complete published work. An individual illustration, story or article within a publication should be in double quotation marks.
    - italics should be used for foreign words and phrases embedded within your text, including species and Latin phrases.
    - Italics should be used for ship names but not for the prefix, e.g. HMS *Beagle*.

Abbreviations & Contractions

Please use full stops after abbreviations, e.g. litho., perf., and c.d.s.— see below for further examples, including exceptions to this general rule.

Contractions are made by omitting letters from the middle of a word, e.g. Mr for Mister, Dr for Doctor. In the case of an individual's initials, exclude full stops and space between initials, e.g. CS Lewis.

Another example is Reverend, which can be either "Rev." (abbreviation) or "Revd" (contraction; no stop).

Wherever possible please avoid using non-philatelic foreign phrases, except where they have become part of the English language. Some abbreviations, originally Latin, can be used:

- e.g. means 'such as'; use with examples. Never follow 'e.g.' with a comma.
- i.e. means 'that is'; use with definitions or lists which are exhaustive. Do not follow 'i.e.' with a comma.
- ibid means 'the same'; use when making a subsequent reference/citation to an item mentioned in the preceding note (i.e. no references to anything else have appeared in between).

A list of common philatelic abbreviations is set out later.

Non-English words should be italicised, e.g. *tête-bêche*.

Capitalisation

Generally do not use a capital letter unless essential, e.g. with proper names. For book titles, capitalize the first word and all subsequent words except articles (a/an/the), prepositions (to/on/for etc) and conjunctions (but/and/or etc). Use 'Post Office' with capitals for the organisation, but without capitals for a particular post office (e.g. The Austrian Post Office issues stamps...' but 'there is a transit mark of the Liverpool post office').

Please note that:

- the points of the compass do not have upper-case letters except in the names of countries and territories, e.g. North Borneo, but north of Australia.

- military ranks should only have a capital letter if they relate to a specific individual, e.g. a major in the Royal Marines, Major R Johnson of the Royal Marines.
- seasons of the year do not have a capital letter: summer, not Summer.

Names

- Use italics for book and magazine titles without any quotation marks (e.g. *The London Philatelist, The Postmarks of Sierra Leone 1854 to 1961*) and for the names of ships, trains and aircraft: *The Colombo, The Royal Scot, Concorde*.
- When an acronym appears before a ship name (HMS, RMS, SS, MV) it should be in upright capitals without full stops: HMS *Dragon,* RMS *Queen Mary.*
- For a philatelic mark, use whatever it says.

Numbers

- Spell out whole-number words for one to ten; use figures for numbers above ten.
- Spell out words for 'first', 'second', up to and including 'tenth'; use numbers and 'st'/ 'th' etc, as appropriate, for larger numbers.
- Use figures for percentages, measurements and currency, and commas in large numbers – for example 20%, £25.75, and 10,560,027; use commas for thousands. A million is 1,000,000, and a billion is 1,000,000,000.
- When using ranges, please use the fewest possible figures, 67–9. If you are using year ranges, 1993–5 or 1993-95 are acceptable, as long as you are consistent throughout the work. Numbers representing single words (e.g. 10–19) should be given in full. Avoid common mistakes such as using 2–3,000 when 2,000–3,000 is intended.
  The dash between ranges should be an en-dash not a hyphen.
- Avoid Roman numerals unless this is traditional historical usage: Alphabet 2, not II. Roman numerals are difficult to interpret when large numbers, and readers may not understand how they work. This does not apply to monarchs (e.g. King George V) and preliminary pages of books. (However, this does create difficulties when searching text electronically).
- When the abbreviation No. is used it should be followed by a space e.g. No. 9, rather than No.9
  Note: the latter seems to have been used historically and if used widely in a submitted manuscript, it is acceptable to retain (consistency is the most important rule).

Times and dates

- For times, use either the 12-hour or 24-hour clock, but not both. Please note that the 12-hour clock uses a colon between the hour and minute (e.g. 6:30 a.m. *colon, space, stops*). Using a point instead of a colon would imply a decimal value. Do not use 'a.m.' or 'p.m.' with the 24-hour clock. The 24 hour clock should be in the format 06:30.
- For dates, use day/month/year format. The day (number only, no 'th' or preceding 'the') always precedes the month. The year should be specified in full: 1956 not 56. Months are not to be abbreviated except in tables (use first three letters), or where directly reproducing the text of a postmark (e.g. 6.5.40). 2 February 1955 is correct; the 2 February 1955 and 02 February 1955 are incorrect, except when quoting dates of postmarks, extracts of letter, etc.
- Date ranges should be expressed using the words 'from' and 'to': from 6 to 8 May not from 6-8 May.
- Decades are either given in numerals with a plural s without an apostrophe or in words

with an initial capital: 1890s not 1890's, and Twenties not twenties.

- A number that is the first word of a sentence is always spelled out: Fifteen not 15.

<u>Weights and Measures</u>

- Weights and measures should be given in metric units unless you are quoting historical information. For example, the size of a postmark will be given in millimetres.
- Units should be abbreviated as follows, always without full stops (except for inches, where a full stop should be used to avoid confusion with the word "in"):
  gram g   ounce oz   pound (weight) lb
  millimetre mm   inch in.   foot ft
- Unlike ordinary numbers, figures up to ten will be given in digits, not spelled out. One space should be present between the number and the unit. No 's' will be added for plurals: 15 mm not 15mm, 5 oz not 5ozs.

<u>Non-Breaking Characters</u>

If a phrase breaks inconveniently at the end of line, you can put in non-breaking spaces: Ctrl+Shift+Space

Similarly, Ctrl+Shift+Hyphen for a non-breaking hyphen.

<u>Philatelic Abbreviations</u>

All abbreviations should be in capital letters without any full stops:

ABPS	Association of British Philatelic Societies
APS	American Philatelic Society
BL	The British Library
BLPC	The British Library Philatelic Collections
BPF	British Philatelic Federation
BPMA	British Postal Museum & Archive. *The ampersand is correct.*
BPT	British Philatelic Trust
FIP	Fédération Internationale de Philatélie
FRPSL	Fellow of the Royal Philatelic Society London. *Members (rather than fellows) must not use* MRPSL *or* RPSL
GB	Great Britain
GPO	General Post Office
NPS	National Philatelic Society
NZ	New Zealand
PCGB	Philatelic Congress of Great Britain
PMG	Postmaster General
PTS	Philatelic Traders' Society
RDP	Roll of Distinguished Philatelists – *plural is* RDPs
RPSL	The Royal Philatelic Society London (*no comma*)
SG	Stanley Gibbons
UK	United Kingdom
UPU	Universal Postal Union
US	United States of America, USA
c.d.s.	circular datestamp (lowercase letters, with full stops)
f.d.c.	first day cover (lowercase letters, with full stops)
litho.	Lithography (lowercase letters, with full stops)
perf.	perforation (lowercase letters, with full stops)
wmk	watermark (lowercase letters, no full stops)

End Matters

These chapters can be considered as a separate "Part" of the document.

Appendices

Typeface and Font Explanation

Terminology

Aptos** Serif is a **typeface;** Aptos Serif 12pt bold is a **font,** and Aptos Serif 10pt regular is a different **font.**

Typeface Style Serif or Sans-Serif

For body text in books, serif typefaces are generally preferred over sans-serif. Serif typefaces, like Aptos Serif, Georgia Pro, Times New Roman, Garamond and Minion Pro, are considered easier to read in print because their strokes help guide the reader's eye along the lines of text.

Sans-serif typefaces, like Aptos Display, Arial, Arial Nova, Calibri, Segue UI, Verdana and Myriad Pro, are often used for headings and digital displays.

Here's why serif typefaces are often chosen for books:

Readability:

Serif typefaces have small decorative strokes (serifs) at the ends of letter strokes, which can help the eye move more smoothly from one letter to the next and one word to the next.

Familiarity:

Serif typefaces, particularly Times New Roman, are widely used and recognized, making them a comfortable choice for readers.

Tradition:

Serif typefaces have been used in books for centuries, and this long-standing tradition contributes to their perceived suitability for long-form text.

However, sans-serif typefaces can be appropriate for:

Headings and titles:

Sans-serif typefaces can provide a modern and attention-grabbing look for titles and headings.

Digital displays:

Sans-serif typefaces are often preferred for digital screens due to their clarity on lower-resolution displays.

Specific design choices:

In some cases, a sans-serif typeface might be chosen for stylistic reasons, especially when paired with a specific design aesthetic.

In summary, while both serif and sans-serif typefaces can be used in books, serif typefaces are generally considered the more readable option for the body text of a novel or other long-form printed material.

** Aptos, originally named Bierstadt, is a sans-serif typeface in the neo-grotesque style developed by Steve Matteson. In 2023, it became the new default font for the Microsoft Office suite, replacing the previously used Calibri typeface. https://en.wikipedia.org/wiki/Aptos_(typeface)

The Dust Jacket

RPSL Publications Standard Dust Jacket Palette

Established by Publications Committee 19 June 2020

RPSL Blue: CMYK 100 67 0 23

RPSL Blue: CMYK 100 67 0 23

RPSL Burgundy CMYK 42 100 53 34

RPSL Burgundy CMYK 42 100 53 34

RPSL Green CMYK 90 44 92 54

RPSL Green CMYK 90 44 92 54

Glossary

Sample Entry

The following PDF provided by the (British) Postal Museum is very useful:

https://www.postalmuseum.org/wp-content/uploads/2016/10/Glossary.pdf

<u>Extract</u>

Abnormal Term used for certain stamps produced by De La Rue for Great Britain 1862-1880 from plates which were not put into normal production

Accepted Design The artwork approved by a postal administration and passed to the printer for production.

Accessories Basic equipment to aid collecting in addition to stamp albums, stamp hinges, Watermark Detector, etc

Accountancy Mark A handstamp applied to international letters prior to 1875 showing the charge to be collected from the addressee

Additional Halfpenny Tax A charge made by the British Post Office before 1840 on letters transmitted in Scotland if conveyed at any point of their journey by vehicles having more than two wheels and for certain tolls such as the Menai Bridge.

Adhesive General term for stamps, more specifically those with gum on the back

Admiralty Official Stamps overprinted with these words were used by H.M Admiralty dockyards and other installations on official mail

Advanced Coated Paper A type of paper devised by Harrison & Sons to obviate the problem of ink absorption in the drying process

Advertisements on Stamps Stamp advertising first appeared in 1840. In Britain the advertising was carried on pictorial envelopes and wrappers sold by the Post Office, e.g. Mulreadys. Later adverts were printed on selvedge, interleaving and as part of the stamp panes in stamp booklets.

Advertisements on Postmarks Advertising by Slogan Postmarks was not adopted until the late 19th Century. Commercial advertising was banned in Great Britain until 1989 since when a wide range of goods and services have been advertised.

Advertising Labels Adhesive labels used to advertise a commercial company.

Advice of Delivery An international service adopted by member countries of the UPU in 1891 permitting the sender of a registered packet, on payment of a fee, to be advised of the delivery of the packet. See also Advice of Receipt

Advice of Receipt q.v Advice of Delivery

AED Affranchie a l'étranger jusqu'a destination, postage paid to destination. (q.v PD)

Aero-philately The collection and study of "Air Mail" stamps and of matters appertaining to the carriage of mail by Air.

Aerogramme Term adopted by UPU in 1951 to denote special letter sheets printed on lightweight paper and intended to be sent by airmail. (q.v Air Letter)

Affixing Machines Privately manufactured machine for applying stamps to envelopes worked by hand or electricity.

Endnotes

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[1] Sample Endnote

Bibliography

See Chapter 1.4 Referencing.

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New Oxford Dictionary for Writers & Editors. 2014. Oxford, Oxford University Press, *(2005, 2014).*
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    Beech_David_Philatelic_Research_2019.pdf.
Negus, James. 1991. *Philatelic Literature. Compilation Techniques and Reference Sources*,
    Limassol: James Bendon, 1991.

Index

Inclusion of an Index is essential and can only be created once the text is finalised.

Software applications have their own ways of marking entries and if used, an index can be automatically generated (and re-generated).

The index should probably have two levels, e.g.

> Ships
> HMS *Belfast*

Usually, the index looks best and takes up less pages if in two or three columns.

What to include

- **People:** Names of individuals who are discussed, not just mentioned in passing.
- **Places:** Significant locations like cities, countries, or specific buildings.
- **Concepts and themes:** Major ideas or themes that are central to the book.
- **Events and dates:** Significant historical events or key dates.
- **Specific terms:** Technical terms, jargon, or unique phrases that are important to the subject matter.
- **Other titles:** Titles of other significant books, works, or publications referenced in the text.
- **Relevance:**
  Only include items that a reader would reasonably search for to understand the book's content. Do not include names mentioned only in passing, such as in a bibliographic reference.

Do not replicate the lists in the Prelims.

How to structure the index

- **Alphabetical order:**
  All main entries must be in a single, alphabetical list.
- **Subentries:**
  For topics with multiple mentions, use subentries to list specific aspects. For example, under "Animal behaviour," subentries could be "migration," "social structures," or "communication".
- **Cross-references:**
  Guide the reader to related terms using "see" or "see also" (e.g., "Birds, see also Ornithology").
- **Consistent formatting:**
  Maintain a consistent style for all entries, including consistent use of capitalisation, italics for titles, and punctuation.

It should be noted that the page numbers in electronic documents (PDFs) do not always coincide with the printed / index page number. However, this is compensated by the text find facility.

Example:

Places
    New York, 59
    Southampton, 59

Ships
    Queen Elizabeth II, 59
    The Queen Mary, 59

53