



# The Royal Philatelic Society London

## RPSL Style Guide for publications

The RPSL Style Guide is designed to provide guidance to authors writing works for publication by The Royal Philatelic Society London as books or as articles in *The London Philatelist*. 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. 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 Guide 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. It is divided into sections:

1. Preparing your manuscript.
2. Stylistic rules.
3. Punctuation.
4. Typesetting.

The section on stylistic rules is supported by two appendices covering common philatelic terms (Appendix 1) and spelling rules and common misspellings (Appendix 2).

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

If you are using Microsoft Word as your principal software, please note the special recommendations that should apply to illustrations that are to be incorporated into your published work. Please follow the instructions in Section 1.6 on page 3 of this Guide.

If you are in any doubt about any aspect of the Guide, you should contact the member of the RPSL Publications Committee who has taken on responsibility for your book and will guide it through the publishing process, or the Chairman of the RPSL Publications Committee.

# 1. Preparing Your Manuscript

## 1.1 *Manuscripts must be written in British English.*

## 1.2 *Book design and page size*

In order to keep costs to a minimum and thereby encourage people to buy your book, we are happy to accept a typeset book from the author provided it conforms to the RPSL house style; any exceptions should be agreed with the RPSL. Alternatively, we may be able to undertake typesetting as the publisher. Please note the following:

- We reserve the right to edit the text, etc.
- Please note that our standard publication size is 215 mm wide by 279 mm high. If you are submitting files that are typeset and ready for printing, please note the further guidance set out in Section 4, Typesetting.
- A jacket design will be needed. While we must, as publisher, have the final decision, we welcome your suggestions for cover design and illustrations.

## 1.3 *The text - general*

We assume that you will write your book using Microsoft Word or a similar word processing program. In general, we much prefer you to submit your work in electronic form, as this saves a great deal of RPSL time and expense in processing it for publication. You may, of course, produce a typewritten manuscript, but this will then need to be typeset, which the RPSL can arrange. If you cannot submit it in electronic form, it will be necessary for you to agree this with the RPSL.

Assuming that your submission is in electronic form, it can be produced and submitted in any conventional form, subject only to prior agreement. However, our preference is in the following order:

1. Press quality PDF, if using a Desk Top Publishing (DTP) system (see Section 4, Typesetting, for more detailed guidance). While Word has a facility to convert Word files into PDF, we prefer the Word file itself if you do not use a DTP system.
2. Microsoft Word document.
3. Any other Windows compatible format.

Whichever program you use, please use the following facilities on your computer:

- Set up your computer dictionary default to British English: i.e. English (UK), or International English.
- Do not use the Arial Narrow typeface in any part of your manuscript, for technical and copyright reasons.
  - If footnotes are used, please ensure a non-breaking space is used before the number or do not have a space. Otherwise the number may be pushed to the next line if it is at the end of a line:

Footnote[non-breaking space]<sup>1</sup>

Footnote [normal space]

1

## 1.4 *Tables*

Tables should be included within the text as part of a normal word-processing document, or provided as a separate spreadsheet file. The preferred spreadsheet format is Microsoft Excel, although most IBM PC compatible formats can be handled.

### 1.5 **Illustrations**

Illustrations should be scanned in CMYK (cyan, magenta, yellow, and key (black) colour at 300 dpi and saved as .tif files. They should be included within the text as part of a normal word-processing document. It will help to supply the individual images as separate files as well. Alternative file formats can be accepted, but please advise us beforehand. Some will provide slightly lower quality than others, e.g. .jpg (JPEG), which is acceptable but provides a lower quality of reproduction. Please note that photocopies are not acceptable.

A colour .tif file of a fairly normal sized cover is likely to be around 4-5MB, while a stamp may be about 1MB, if both are scanned at 300 dpi. A .jpg file will probably be about 600kb and 120kb respectively depending on the makeup of the image and the compression used.

Each illustration must be clearly identified by an appropriate file title. A figure number and short caption must be included with each illustration. The figure number should be by chapter and sequential number within the chapter (Fig. 1.1, Fig. 1.2, etc).

If you are using illustrations belonging to another person, you must ensure that you have his/her 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.

### 1.6 If you are **using Microsoft Word**, it is vital to read this section and follow the instructions.

- The Microsoft Word default for placed illustrations such as jpg and tif/tiff is 220dpi.
- Commercial printers require 300dpi **AFTER** any increase in physical size has taken place within a software program. An example is a stamp scanned at 300dpi being stretched in Word to double the original size, which will cause the dpi to reduce to 150dpi, which is too low for printing. In this case, a scan of 600dpi would be needed before stretching, or for the scanning software to increase the size when the scan is done. The Word default will make the dpi even lower.
- The following information is based on Word 2010, but other Word versions have the option to improve images/illustrations or stop any downgrading. If in doubt check the Microsoft Office website: <https://support.office.com/en-gb/article/turn-off-picture-compression-81a6b603-0266-4451-b08e-fc1bf58da658>

This is the current Microsoft site at the time of writing, but a search for: "Turn off picture compression" should find the information.

So please follow this TWO STEP PROCESS to get the best quality pdf.

#### **FIRST STEP**

The default in Word can be changed. Different versions of Word have slightly different settings at the end of the list. If in doubt, go to the website (see above).

File/options/advanced/images **size** and **quality**: Do not compress images in the file. This may involve scrolling through a long list before **images size and quality**. Please note that other programs will have different defaults and alteration requirements.

It should be noted that changing the default in Word must be done **BEFORE** images are placed into it. Changing the default after placing does not work. Illustrations would then have to be replaced after the quality change – not at all desirable in a multi-image project.

If you want to change the Word default opening template to get high quality images forever, instructions are on the website (see above).

## **SECOND STEP**

File/Save as PDF (or similar).

Options/create PDF/X-1a or PDF/A-1a (or similar) or ISO xxx

This will make a high quality image/illustration and also place all the fonts you have used into the pdf.

### 1.7 ***Editing***

The Publisher may edit the script, for readability and to avoid repetition or format problems. Minor changes to the text to ensure conformity to the RPSL house style instructions and to correct spelling and punctuation will normally be made without reference to the author. The RPSL uses the Oxford English Dictionary (OED) for reference (<http://oxforddictionaries.com>); any variations are noted in Section 2, Stylistic rules. If you insist on verifying all changes, however minor, then this must be made clear when a book is submitted for consideration for publication.

### 1.8 ***Title Page***

The title page should be in simple form and in the following order:

Title

Sub-title, if any

Author(s)

Publisher, with date of publication immediately following

Sponsoring organisation.

Reasonable space should be allowed between each. Bold type should be avoided.

### 1.9 ***Preliminary pages ('prelims')***

Prelims consist of the title page, dedication, foreword, introduction, preface, acknowledgements, and contents – all the front matter that precedes the work itself. Preliminary pages should be numbered in Roman numerals to distinguish them from the work itself. If you are typesetting the book yourself and supplying a typeset file for publishing, please refer to the guidance in Section 4.

### 1.10 ***Acknowledgements***

As a general rule, use the first instance to state national/philatelic (e.g. MBE, RDP, FRPSL) honours and then omit them from further mentions e.g. in the Acknowledgements: Prof. Sir John Smith KCB RDP FRPSL then: (caption) Courtesy of John Smith.

### 1.11 **References**

- The RPSL require full bibliographic information to be provided for all references.
- Within the text, use superscript <sup>3</sup> (superscript is a number smaller than the normal line of type and set above it, as shown). The superscript should be placed after the full stop if referring to the whole phrase, but before it if referring to the last word only. To avoid spell check queries, put a space before the reference number.
  - Use footnotes if needed. At the end of the book a list of the references should be provided in the following form:

Books: Author (surname then initials) / *book title ( italics)* / page reference / publisher / location / year.

Periodicals: Author / “Article title” / *name of periodical* / volume, issue, page number / publisher / location / year.

Examples:

Smith A. N. O, *A Very Interesting Book Title*, p23, Milton Keynes University Press, London, 1962.

Author A. B., “Article Title as Given in Magazine”, *Stamp Collecting*, Volume 2 p26, Arcadia Magazines, January 2009.

Author A. B., “Article Title in LP”, *The London Philatelist*, Volume 121 pp 35-42, RPSL, London, January 2012.

### 1.12 **Index**

An index is always required, to be provided by you, the author. The definitive version of the index with page numbers should be created after the book’s pagination has been finalised.

### 1.13 **Lists**

Please consider if a list of illustrations, tables, etc. is needed. The positioning at the front/back is best decided by the author, probably depending on the extent of the list.

### 1.14 **Check the text for consistency**

Please check your text for consistency. In particular, please check that:

- All bullet points are ended with a full stop.
- Where you have used brackets, they are consistent: (such as), not (such as].
- All captions are ended with a full stop.
- Abbreviations are used correctly (see 2.1 below).
- Remove any spaces before commas and full stops, e.g. **Nearly the end** , but not quite. **The end** .

### 1.154 **Finally...**

Please note that the RPSL does not reimburse any expenses you incur in preparing and submitting your work.

## 2. Stylistic Rules

### 2.1 *Abbreviations & Contractions*

Please use full stops after abbreviations or contractions (e.g. *litho.*, *perf.*, *c.d.s.* and *wmk.* – see Appendix 1 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, separate each initial by a full stop and then a space, e.g. *C. S. Lewis*.

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 in Appendix 1.

### 2.2 *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*.

### 2.3 *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*, *the 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.

### 2.4 *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 least possible, 67–9. If you are using year ranges, 1993–95 or 1993–5 are acceptable, as long as you are consistent throughout the work. N 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.
  - 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 (see 1.9).

## 2.5 *Times and dates*

- For times, use either the 12- 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 ‘am’ or ‘pm’ with 24-hour clock.
- 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. 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**. There are two exceptions to this general rule:
  - in tables where the month can be shortened to the first three letters, and
  - when quoting, for example, “the postmark reads 6.5.40”.
    - 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.

## 2.6 *Weights and Measures*

- 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.

## 2.7 *Spelling*

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 **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**.

Appendix 2 sets out a number of common spellings and misspellings, including philatelic terms and other specific spellings, for your guidance.



### 3. Punctuation

#### 3.1 *Apostrophe*

- 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 2.1 above on contractions) and where, as in **don't** (= do not).

#### 3.2 *Colon and semicolon*

- 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.

#### 3.3 *Comma*

- Use commas to surround a non-defining 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 defining 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'.

#### 3.4 *Hyphens*

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

#### 3.5 *Quotation marks*

- Use double quotation marks for quotations, 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.

#### 3.6 *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.

## 4. Typesetting Instructions / Information

### 4.1 *General guidance*

Please note that Word is not a desktop publishing system and can cause considerable compatibility/editing problems. Microsoft recommend using a DTP system for “graphically rich” production once the basics are dealt with in Word. See: <http://office.microsoft.com/en-gb/word-help/word-or-publisher-choose-the-best-tool-for-the-job-HA001091692.aspx>.

There are a number of DTP systems available and we can suggest some if needed.

### 4.2 *Dimensions*

Our standard publication size is 215 mm wide by 279 mm high. In order to allow for binding etc, please allow margins of 25 mm at the top, 25 mm inside, 30 mm outside and 35 mm at the bottom. Please allow for any running heads (i.e. headings to be printed at the top of each page) and page numbering.

### 4.3 *Preliminary pages (‘Prelims’)*

Always use Roman numerals for preliminary pages. They should be printed in the following sequence, although not all will be required (e.g. Dedication):

#### *Left-hand page*

-	
ii	blank
iv	Reverse title-page
vi	blank
viii	Foreword continued if necessary
x	Preface continued if necessary
xii	Contents continued if necessary

#### *Right-hand page*

i	Half-title
iii	Title page
v	Dedication
vii	Foreword (by a third party)
ix	Preface & Acknowledgements (written by Author)
xi	Contents

There is no hard and fast rule regarding numbering of preliminary pages. However, we recommend that right-hand pages are blank when at the start of a section e.g. Preface, Foreword, etc., but have numbers if a continuation of the section e.g. the third page of the section. Left-hand pages **with text** should be numbered, otherwise should be left blank. Any of the blank pages may be used for RPSL purposes.

### 4.4 *Some hints on good typesetting*

On Word for Windows use the Insert/Symbol list, but please make sure you use the font you will use in the book. On a Windows keyboard with numeric pad (num lock on) the following may be helpful (hold down the Alt key while pressing and releasing in order):

- Do not type fractions as 1/4, 1/2, 3/4, etc. Use Alt + 0188 = ¼, 0189 = ½, 0190 = ¾. For more see: <http://symbolcodes.tlt.psu.edu/accents/codealt.html>. Otherwise try internet search: alt plus number codes.
- Do not use two spaces between sentences, use only one space.
- Do not use multiple spaces to centre or place text at the right of the page. Use a tab stop.
- Avoid omitting the in/definite article e.g. **The rarity rating is...** rather than, **Rarity rating is...** - it causes a lot of changes by the sub-editor/proofreader. This is a common problem in captions.

- When in doubt, please use *New Hart's Rules*, Oxford University Press, which is the standard handbook of style for writers and editors.
- Narrow columns can cause v e r y   b i g   h o l e s in a line. In Word use the Font/advanced/spacing/condense/expand option to try to make it look better.
  - Spell check and read the text. You may find it very much easier to check paper rather than a computer screen.

#### 4.5 *The importance of consistency*

There is nothing more distracting for the reader than finding different spellings or usages within the same book. As a general guide authors should always aim for consistency even if on rare occasions the above does not cover the situation.

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

**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 take 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*.

circular datestamp.

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)*.

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 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, (Downey) *cap D*.

double-ring, (postmark) *hyphen*.

Downey Head issues, *cap H*.

Dr., (doctor) *full stop after abbreviation*.

duty plate, *two words*.

Edward VII/VIII, use King Edward VII/VIII

elevenpenny, *one word*.

Elizabeth II, use Queen Elizabeth II.

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

F.D.C. or f.d.c., first day cover.

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*

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*.

handmade, *one word*.

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: H.G.

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*.

letter-rate, *hyphen*.

Letterpress, *one word*.

Letters of distinction: BA, FRPSL, RDP, *small caps*. commas; 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'.

£.s.d.

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 2.6 above.

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.

Mr., *full stop after abbreviation*.

Mulreadys, not —ies.

ninepence, *one word*.

No., (number) *cap and stop*.

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*.

Postcard, not post card unless stated on card.

Penny Black, Penny Red, 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*.

postmark, *one word*.

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

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*.

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 vowel, 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.

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; Mult. Crown  
 CA. Use abbreviation only after introducing the  
 full term.  
 website, *one word, no cap*.  
 weight: 3 lb, 5 oz, 67 g, *no stops*.  
 well-produced, *hyphen*  
 well-known, *hyphen*.  
 world, *lower case*  
 wove (i.e. type of paper), *not woven*

***A short list of common philatelic misspellings to avoid***

<b><i>Correct</i></b>	<b><i>Wrong</i></b>		
air mail	airmail	Luxembourg	Luxemburg
British Columbia	British Colombia	Macao	Macau
Caribbean	Carribbean, Caribbean	Mackennal	MacKennal, McKennal
Colombia (country in South America)	Columbia	naphthadag	naphthadag
De La Rue	De la Rue	Ormond Hill	Ormand Hill
discoloration	discolouration	Philippines	Phillipines
fluorescent	flourescent	Rowland Hill	Roland Hill
Gandhi	Ghandi	QEII	QE II, QE 11
Gibraltar	Gibralter	Romania	Roumania Rumania
Gilbert & Ellice	Gilbert & Ellis	Supersede	supercede
Hanover	Hannover	<b><i>Correct</i></b>	<b><i>Wrong</i></b>
Harrison (re Harrison and Sons Ltd., printer)	Harrisons	Tristan da Cunha	Tristan da Cuhna
imperforate (adj.).	imperforated	vermillion	vermillion
Jeffery Matthews	Jeffrey Matthews	Waterlow	Waterloo (printer)
		Wedgwood	Wedgewood
		Zemstvo	Zemstov