

Institute of Professional Editors (IPEd)

Accreditation exam Sample 2

Part 2 Style Sheet

Enter your candidate number here

12345

Instructions for Part 2 Style Sheet

- Enter your candidate number in the box above.
- Complete your style sheet for the Part 2 manuscript extract using the template below.
- The style sheet is worth a maximum of 20 marks.

Scroll down to the style sheet

Each correct element on the style sheet is worth 1/2 mark. Maximum of 20 marks, even if total marks exceeds this.

Style sheet

General notes

Dictionary: must be specified with sufficient detail to identify exactly which one was used; e.g. Macquarie Dictionary rev. 3rd ed. (2001)

Spelling: Australian (-ise, -our, -re)

Dates and periods: 25 April 1980; do not include 'AD'; centuries: twentieth century

Numbers: whole numbers: one to nine spelled out; >10 in numerals;
no space or comma in thousands: 4000 until reach 10,000

Cross-referencing: see pages 12–13

Reference lists and in-text references: author–date system

Captions: roman

Punctuation and italics: hyphenation: see specific instances in A-Z below

No quotation marks or italics for names of houses

Personal titles: omit common civil titles such as Mr, Mrs, Miss

Retain military rank e.g. Captain

Names: no full points after initials, and no spaces between initials (in text and in references)

Note: alternatives are accepted, so long as their use is consistent.

<p>A–B bargeboard bathroom [bath room] bay window [bay-window] billiard room [billiard-room/billiards room] Binns (Robert Oliphant, William, Robert) birthplace [birth-place] bluestone [blue stone] Burnside (Robert William)</p>	<p>C–D chimney pots [chimneypots] chimneystacks [chimney stacks] door knobs [door-knobs/doorknobs] Dulnain Note: the entries in square brackets are acceptable alternatives that you could use (but you would have to pick one and go with it, and be consistent with using it in the extract). In the exam you would only include the version you use in the extract.</p>
<p>E–F First World War [World War 1]</p>	<p>G–H Glen May Gothic Revival style; Gothic style Gowan (Hugh)</p>

<p>I–J Hallwell (John H) Harris (Captain JS) Inverness (Scotland) Italianate Revival</p>	<p>K–L Killichonan lacework Longland (John and Elizabeth) Lynemore</p>
<p>M–N MacConnechy and Kendrick Matheson (James; William Matheson senior) Morriss (Jame, Frank) modified Gothic</p>	<p>O–P overmantel</p>
<p>Q–R Randolph House Reid (Ainsley)</p>	<p>S–T Sturdevant (VP)</p>
<p>U–V Vic (abbreviation used as the shortened form) veranda [verandah]</p>	<p>W–Z Winkleigh Winterbotham (Arthur) wrought-iron [wrought iron]</p>

End of Part 2 Style Sheet

Before you close this document, ensure that you have:

- entered your candidate number in the box provided under the main heading of the document
 - saved the document.
- REMINDER:** If you get a Privacy Warning message, click **OK**.