

Institute of Professional Editors Limited (IPEd)

Accreditation Exam

SAMPLE style sheet template

MANUSCRIPT

Style sheet (worth 4%)

Enter your candidate number here:

24999

Instructions for MANUSCRIPT style sheet

- Enter your candidate number in the box above.
- Rename and save this document using your 5-digit candidate number (not your name) in the filename.
Example:
If your candidate number is 24021, save the document as:
M-S_IPEdExam_SAMPLE_24021.docx
- Complete your style sheet for the MANUSCRIPT extract using the template on the next page.
- The template requires you to type your style sheet entries into a table. It is your responsibility to manage or manually override Word's AutoCorrect function so that style sheet entries are only capitalised when you intend them to be.
- The style sheet is worth 4% of the exam total. Each style sheet entry is worth 0.1%, and 40 valid style sheet entries will gain the maximum mark of 4% for the style sheet.
- Be sure to save your work regularly. It is your responsibility to save the documents sufficiently often that you reduce the risk of losing your work if there is a technical problem.

The style sheet template starts on the next page.

Style sheet

[**Style guide note:** This sample style sheet draws from the *Australian manual of style* (*AMOS*, also called the *Biotext content manual*), one of the provided style guides for the exam. If you use a different style guide, it might instruct you to treat some elements differently. You should adjust your answers for the style guide you are using. You can also overrule an *AMOS* (or other style guide) guideline by making a style sheet entry that countermands it. Your style sheet prevails in the marking of your copyedit.]

Marking note: Each valid entry is worth 1 raw mark up to a maximum of 40 raw marks. The 21 sample entries under **General notes** would gain 21 raw marks.]

General notes

Dictionary: *Macquarie dictionary online*

Style guide: *Australian manual of style* (<https://stylemanual.com.au/>)

Spelling: Australian/NZ (eg -our, -ise, -tre)

Exhibition name: maximal caps, no italics (Ink, Shape, Paper: Printmaking in Australia and Aotearoa New Zealand in the Early to Mid-20th Century)

Headings: minimal caps, no final full stop; parallel grammatical structure

Abbreviations: no full stops in abbreviations (eg NSW, c, eg)

Numbers: numerals for all quantities, with some exceptions

Ordinal numbers: spell out 1-digit ordinal numbers (first to ninth); numerals for ordinals with 2 or more digits (ie 10th onwards, no superscript), including for centuries (eg 18th century)

Dates: unspaced en dash for date ranges; truncate second year to 2 digits unless spanning a century (eg 1906–64, 1875–1963)

Spaced en dash for added or parenthetical information

Quotation marks: single; double within single; place final full stop inside final quotation mark only if it is part of the quotation. Use quotation marks to set off a technical term being introduced or defined (eg material known as the ‘ground’)

No apostrophe in references to decades: 1920s, 30s and 40s

Comma: no Oxford/serial comma except where needed to avoid ambiguity

Prefixes: set most prefixes solid to the base word (eg nonrecessed); exceptions: hyphenate prefixes when base word begins with a capital or is a number (eg mid-1930s); hyphenate the prefix ‘mid’ even when set to a word (eg mid-century)

Plant names: no capitals for common plant names (eg waratah)

Titles of artworks: italics and minimal caps

Titles of journals: italics and max. caps

Italics for foreign terms not found in the Macquarie (eg from the Italian *intagliare*; from the Latin *linum*)

Figure titles: place below the figure; number consecutively; min. caps; no final full stop; artist name in full; comma between title and year of artwork; no italics for year

Compound words: hyphenate compound modifiers before a noun in most cases (eg black-and-white image); no hyphen in compound adjectives consisting of an adverb plus participle (eg finely pointed)

Slash (/): avoid using to combine words – use ‘and’ or ‘or’ instead, as appropriate

[Marking note: Each valid entry is worth 1 raw mark.

The sample entries under the alphabetical items would gain a total of 35 raw marks.]

A–B banksia Bauhaus Dorrit Black (1891–1951) black-and-white image Nancy Bolton (1913–2008) boxwood	C–D cross-section Department of Education dry point
E–F end-grain Claude Flight focused, focusing (single s)	G–H Grosvenor School of Modern Art gum blossom Ludwig Hirschfeld-Mack
I–J intaglio	K–L learned (past tense of learn; not learnt) linocut <i>linum</i> (flax) Sydney Long (1871–1955)

<p>M–N</p> <p>modernist art movement; modernist style</p> <p>nonrecessed</p>	<p>O–P</p> <p><i>oleum</i> (oil)</p> <p>Margaret Preston (1875–1963)</p> <p>printmaking</p>
<p>Q–R</p>	<p>S–T</p> <p><i>School Journal</i></p> <p>Ethel Spowers (1890–1947)</p> <p>Evelyn Syme (1888–1961) (or Eveline? Queried in MS)</p> <p>Tasman</p> <p>Mervyn Taylor (1906–64)</p>
<p>U–V</p> <p>U-shaped, V-shaped</p>	<p>W–Z</p> <p>waratah</p> <p>while (rather than whilst)</p> <p>woodcut</p> <p>World War II</p>

End of MANUSCRIPT style sheet

Before you close this document, check that you have:

- entered your **candidate number** in the box provided under the main heading of the document
- **saved** the document with your candidate number at the end of the filename.

[Marking notes: The scores of 21 and 35 are added together to give 56 raw marks. As this component has a maximum of 40 raw marks available, any 40 of these valid entries would result in a perfect score for the style sheet.

Invalid entries (e.g. words that are not genuine style choices) are not marked negatively; they just do not score.]