

Institute of Professional Editors Limited (IPEd)

Accreditation Exam

SAMPLE style sheet template

MANUSCRIPT

Style sheet (worth 4%)

Enter your candidate number here:

22999

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 22021, save the document as:
M-S_IPEdExam_SAMPLE_22021.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 Government style manual* (AGSM), one of the recommended 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 AGSM (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 17 sample entries under **General notes** would gain 17 raw marks.]

General notes

Dictionary: Macquarie dictionary online

Style guide: Australian Government style manual

Spelling: Aust/NZ, e.g. neighbour, kilometre, minimise

Numbers: Use numerals for 2 and above; BUT ‘hundreds more’; ‘thousands were killed’

Commas in numbers with 4+ digits

Spell out ordinal numbers from ‘first’ to ‘ninth’. Use numerals ‘10th’ onwards BUT spell out centuries: third century, nineteenth century

Measurements: always in numerals; symbols (not spelled out) for common units of measurement; non-breaking space between numbers and units; conversions to be approximations for readability rather than excessively precise

Dates: 24 August 79 CE; Use CE and BCE (not AD, BC)

Unspaced en dash for date range

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

Quotes: single; double within single

Spaced en dash for added or parenthetical information

Italics and sentence case for titles of artworks

Italics for foreign (Latin) terms not found in the Macquarie (e.g. *insula* but sesterces)

No quotes for translations of foreign terms that are proper nouns (Golden House)

Headings, table titles: sentence case; no final full stop, even if a complete sentence

Illustration captions: sentence case; no final full stop, even if a complete sentence

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

The sample entries under the alphabetical items would gain a total of 42 raw marks.]

A–B alleyway ancient Romans Appius Claudius Aqua Appia Aqua Claudia Aqua Marcia Aqua Tepula Aqua Virgo bathhouse better-off (attributive) burned (past tense of burn; not burnt)	C–D CE, BCE after number; separated by space Circus Maximus deathtrap <i>Domus Aurea</i> ; Golden House after first use
E–F empire, the (but the Roman Empire) firefighting firetrap flat-roofed (attributive) fresh water	G–H Golden House, the Great Fire, the Herculaneum householder
I–J <i>insula, insulae</i>	K–L
M–N Martial (poet) multistorey Nero (also the emperor Nero)	O–P Pompeii
Q–R Roman Empire, the (but the empire)	S–T sea water sesterces shopkeeper

	shopfront skylight storeys (as plural of storey; not stories) sulphur water snack bar <i>The last days of Pompeii</i> (name of painting) Trevi Fountain
U–V Vesuvius, Mount Vesuvius at first use <i>vigiles</i>	W–Z

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 17 and 42 are added together to give 59 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.]