

The FG Magazine House Style for External Writers

We provide you a concise summary of the most important style rules to consider when writing for the FG Magazine, as well as its referencing style. Application of these guidelines will speed the editing process and ensure accuracy in the information we publish.

Acronyms and Abbreviations – Always spell out fully on first mention i.e. International Talent Support (ITS).

Ampersands – Do not use &, only 'and'.

British English – Unless a proper noun, please use British spellings.

- Use -ise spelling (organisation, analyse, organise)
- Use -re and -mme spellings (centre, metre, programme)

Bold names – Always put in 'bold' the names of your interviewees and the main subject of your article. Use also bold for questions when using genre: interview.

Bullet points – Do not punctuate the end of bullet points which are a list of items: 2012 concert performers:

- Slade
- The Smiths
- Metallica
- The Spice Girls

If the bullet points form a complete sentence with preceding text, add a full stop to the end of the last point.

Capitalisation – Keep to a minimum: the basic rule is capitals for specific references to specific things. Names and names of initiatives and projects are capitalised. Do not use 'Full Capitalisation' in the text, the title or subtitles.

Citing – Always use full first names, not initials, unless the author themselves initials only.

Commas – Commas are not needed before 'and' in a list: Art, fashion and design.

Contractions – Do not use contractions such as don't, shouldn't, can't.

Credits & Referencing – Always include 'Courtesy of', 'Photography by' and the 'Website' at the end of your article. Additionally, use endnotes for the genre: case studies.

Currency – Write in number form: £5, £5,000, £5 million.

Dashes – Use to indicate a related remark – like this. Use en-dash (-), with space before and after.

Dates – Use the form: 1 January 2014; 2013–14; the 2000s. Twenty-first century.

Foreign Words – Italicise uncommon foreign words or phrases.

Full Stops – US, not U.S.; Washington DC, not D.C. Do not place stops after headlines, titles or bullet points, but use them at the end of captions or references.

Hyphenation – Use in words such as co-ordinate, co-operate, etc (where the prefix and modified word meet with separately pronounced vowels). Use in two-word terms used as an adjective; so long-term changes. i.e. No hyphen with 'bi' or 'multi': multilateral.

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Italic – Use ‘italic’ when mentioning: brands, titles of books, journal, films, plays, etc.

Location – Start your article with your current location CITY, Country – i.e. LONDON, United Kingdom. Location should be in bold.

Mentions – Always link the institution, project or person you are talking about to their actual website.

Names – Be careful spelling names, domestic or foreign: always double check.

Percentages – Use per cent and percentage point. Always use with a number: 5 per cent.

Quotation Marks – Use double marks for a quotation.

Punctuation – It falls outside the quote unless it is part of it.

Spacing – Always use single spacing.

Square brackets – [like these] should not be used. No square brackets for [...] or this (...) but ... and do not surround it with spaces.

OTHER CONSIDERATIONS

No Bold, Italic or of Full Capitalisation should be used inside a quote, URL link or credit line except for: 'Photography by', 'Courtesy by' and 'Website'.

No Bold or Italic for punctuations, apostrophe, brackets, hyphen, etc.

QUICK REFERENCE FOR CASE STUDIES

Articles in Journals and Magazines

First Name Last Name, 'Article Title', Journal or Magazine (Vol. #, No. #, Month Year), p. #.

Books

First Name Last Name, Book Title (Place: Publisher, Year), p. #.

Book Chapters

First Name Last Name, 'Chapter Title', in First Name Last Name, Book Title (Place: Publisher, Year), p. #.

Internet

When citing material on the internet, choose the most appropriate format (such as book, article or blog) and include:

<http://[URL of resource]>, accessed date.

Interviews

Type of interview with First Name Last Name, Location.

Newspapers

First Name Last Name, 'Article Title', Newspaper, Date.