

THINGS TO REMEMBER ☺

- There is no apostrophe in plurals, e.g. Bibles not Bible's.
- Sentences begin with a capital letter.
- The end of a sentence should be marked with a full stop.
- Names, with very few exceptions, begin with a capital letter. This includes months of the year and days of the week and also names of NRMs.
- Possessives need a possessive apostrophe. E.g. Heaven's Gate. The gate belonging to heaven. Websites' aim = plural websites. Website's aim = single website.
- "Could of", "would of" and "should of" make absolutely no sense whatsoever. The confusion is between hearing "could have" contracted to "could've", etc., which sound like "could of", etc. If in doubt, do not abbreviate!
- There is a space after commas, colons and semi-colons.
- Titles of books should be in italics, not in quotation marks or underlined.
- The place of publication, publisher and date of publication should not be in italics.
- Author's surname comes first in a bibliography.
- Quotations are not put in italics.
- Quotations that are more than 4 lines long should be indented from the rest of the text, with a line space above and below and should not have quotation marks. The fact that it is distinguishable from the rest of the text shows that it is a *verbatim* (word for word) quotation.
- If you are using a *verbatim* quotation that is fewer than 4 lines long, it **MUST** be in quotation marks as that is what shows it is a *verbatim* quotation and not being passed off as your own words. Failing to do this is a very easy way of committing unfair practice, but is also very easily avoided. *Verbatim* quotations must be properly referenced.
- Do not use "you" and "your" in academic work.
- Do not use contractions in academic work, e.g. "can't", "doesn't", etc.
- Centuries should be written in full - e.g. nineteenth century not 19th century.
- It's a good idea to refer to a writer's first and last name at the first mention, but after that use their LAST NAME not FIRST NAME.
- Leave a line between paragraphs and no need to indent each paragraph.
- The use of "whether" requires the presentation of an alternative.
- Footnote numbers in the text go **AFTER** the text you want to reference, **NOT** before.
- Footnote numbers go after the punctuation, including the full stop.
- Full stops, commas, etc., come after quotation marks (punctuation that is part of the quotation, for example a question mark, comes before the end of quotation marks).
- Close quotation, full stop, and then footnote number.
- Excessive use of "one" can sound odd.
- Avoid very short paragraphs and very long paragraphs. New paragraphs begin on a new line after leaving a line. Sentences do not.