

# Concise Style Guide for contributions of articles to MNASSA

## General

Since *MNASSA* is typeset using *Adobe InDesign*, the Word document should really be as simple and plain as possible since the formatting gets done in InDesign. Please refrain from elaborate formatting – all such efforts are in vain since it gets stripped anyway when transferring to InDesign and such hidden formatting fragments complicates the layout enormously.

Please **DO NOT**:

- Use spaces to pad out text in an attempt to line up text, columns, picture captions, etc.
- Use 'Enters' to force page breaks to try and make the document look nice.

**Consistency** is of utmost importance throughout an entire article, but also each issue. Ensure you use the official spelling/capitalisation of a particular item and stick to this spelling/capitalisation throughout, e.g. "ScopeX" is not spelled "SCOPE-X" or "Scope-x", etc. Also note that we hyphenate "deep-sky" and don't use "deep sky" or "deepsky" – the same with "double-star".

## Fonts and Text size

**Article title:** Century Cothic – 12 pt **Bold**. (Do not use Underline) Keep the title short, do not exceed a line on the page.

**(optional) Author name:** Calibri – 11 pt

**(optional) Author address, etc.:** Calibri – 10 pt

**(optional) Author email address:** Calibri – 10 pt *Italic*

**Body text:** Calibri – 10 pt

**Section headings:** Calibri – 10 pt **Bold**

**Picture and Table captions:** Calibri – 9 pt **Bold**

## Paragraphs and Sections

**MS Word Paragraph Setting:** This **MUST BE set to 0 pt** as follows:

- Select all the text in the document (Ctrl-A).
- Select Home-Paragraph-Spacing – set both "Before" and "After" to 0 pt (Office 2010 defaults to 12) – also set Line Spacing to 'Single'. (Pre-Word 2003: Format-Paragraph-Spacing ...)

**Paragraphs** are separated by an empty line and the first text line is not indented.

**Justification** of paragraphs must be "Full" (Ctrl-J).

**Sections** are separated by a full empty line (like paragraphs).

**Section Headings** are on a line of their own and in Calibri 10 pt **Bold**. Keep short.

## Punctuation

Between sentences, always use **TWO SPACES** after a:

- full stop (.)
- question mark (?)
- exclamation mark (!)
- colon (:)

(Note: **DO NOT** blindly use *Find&Replace - Replace All* in MS Word to try and fix these in an existing document - this often creates havoc.)

**Units:**

- Separate numbers and their units by a **space** (e.g. 15 km, 130 mm),
- **exceptions** are for temperature (e.g. 22°C or 300K) – Note: use Alt-248 as degree sign,
- also no space in angular units (e.g. 12° or 45' or 15"). Also see "Quotes" below.
- For dimensions in inches, instead of 12", use 12-inch. Similarly, use "1.9-m telescope".

- Use the **metric system** as far as **possible** – add converted metric dimensions in brackets where imperial units are quoted, like quoting text from a reference.
- Use **SI-units** whenever possible.

#### Numbers:

- Write numbers from 1 – 10 in words, except when used with a unit.
- Use non-breaking spaces (Shift-Ctrl-Spacebar) to separate thousands, e.g. 12 000 (not 12,000).
- Use a full stop as decimal point (e.g. 12.3 cm).

#### Date, time and angles:

- Date format
  - In words: 20 November 2010 – no commas, no abbreviations (NOT: November 20, 2010 or 20<sup>th</sup> November 2010 or 20<sup>th</sup> of November, 2010 or 20, Nov. 2010, etc.)
  - In numbers: 2010-11-20 (used less frequently).
- Time format:
  - Use 24-hour format (not AM or PM). Note: midnight is 24:00
  - Use Colon as separator, e.g. 23:15 or 22:33:45
- Angles expressed as time: Use ‘h’ when writing RA angles, e.g. RA = 12h (no space). Also see “Quotes” below.

#### Titles and initials:

- Titles start with a Capital and do not end in a full stop, e.g. Mr Jones, Mrs Nel, Dr Glass, Prof Swart.
- Initials are without spaces or full stops, e.g. Prof WL Brown, Mr WEG du Plessis, John F Bolden, etc.

#### Quotes:

- Use “curly quotes” (“ and ’ on keyboard) when quoting in the text.
- Use “straight quotes” for angular measures, i.e. arcminutes (Alt-39 ‘) and arcseconds (Alt-34 “) respectively.

#### Use of *Italics*:

Words are only italicised when referring to publications, books and periodicals, e.g. *MNASSA*, *Cape Times*, *Sky and Telescope*, etc. Do not italicise quoted text – use quotes instead.

#### Pictures and captions:

- **Pictures and illustrations** are welcomed and encouraged when submitting articles.
- Do not include pictures in-line in the text, but send them separately as **individual image files**.
- To indicate to the typesetter (roughly) **where** pictures belong in the article, please include references in red e.g. (see **Table. 2**) or (**Fig. 1 goes here**) or (**Jupiter\_moons.jpg**), etc.
- Avoid descriptions referring to Fig. xx **below** or **above** – these are likely to change in typesetting.
- **File formats** such as .JPG are acceptable/best suited for photographs. For illustrations, graphs, etc. where contrast is normally high, the .PNG format is better since it does not suffer the typical jpg-artefacts surrounding lines and text. The .BMP-format does not suffer from any artefacts but the files can be huge because there is no compression.
- File/picture sizes should at least be ~300kBytes or 1024x768 pixels.
- **Captions:**
  - Include appropriate captions for each picture, illustration, graph, table, etc. at the end of the document.
  - It is OK to repeat some of the text in the caption which is already in the article text – remember, readers are often drawn into reading your article when reading the captions and so getting interested.
  - Indicate which caption belongs to which picture by referencing its filename or figure/table number.

- Do not use copyrighted pictures and always indicate picture credits/permissions for each picture.

### References:

References are listed (un-numbered & un-bulleted) at the end of an article and in the following format:

Author surname, initials, year of publication, "Title in quotes", *Publication italicised*, **Volume bold**, page(es).

e.g. Luyten, WJ, 1935. "The Puzzle of Proxima", *The Observatory*, **58**, 89-90.

In the article text, it is then referred to as follows:

- "... the parallax of Proxima Cen was confirmed (Luyten 1935)."

or

- "In a letter to the University of Minnesota, Luyten (1935) indicated that..."