

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 20th November 2010 or 20th 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..."