

Centre for Crime and Justice Studies

House Style Guide

**A guide for all CCJS staff doing
written work for publications**

Contents

Upper and lower case	2
Job titles	2
Teams and panels	3
Courts	3
Institutions, departments and units	3
Plans, programmes and reviews	5
Partnerships, campaigns and initiatives	5
Surveys, standards and measurements	6
Acts, Bills and Papers	6
Orders and requirements	6
Published documents	7
Miscellaneous	8
Abbreviations	8
Collective nouns	8
Dates and years	9
Full stops	9
Hyphenation	10
Numbers	11
Plurals	11
Quotations	12

Spellings	12
Tables and figures	13
References	15
Page layout	16
Use of Hansard	
weblinks	17
Commonly misused/ misspelled words	17

Upper and lower case

Job titles

Use upper and lower case as follows:

Attorney General

Chief Constable

Chief Inspector of Prisons

Chief Secretary to the Treasury

Commissioner for Human Rights

Home Secretary

Minister of State for Children, Young People and Families

Minister of State for Immigration, Citizenship and Counter-terrorism

Parliamentary Private Secretary

Parliamentary Under Secretary of State for Prisons and Probations

President of the High Court's family division

Prime Minister

Police and Crime Commissioners

Secretary of State for Education

Shadow Home Secretary

If used as general titles, lower case, but before/after a person's name it is upper case

chief executive

chief officer

circuit judge

co-ordinator

director

director general

district court judge

district judge

freelance researcher

general secretary

head of policy

head of service

High Court judge

Home Office minister

judge

magistrate

police community support officer (PCSO)

police constable

police officer

policy and information officer

probation officer

probation support officer

professor

recorder

Referral Order volunteer

social worker

special constable

strategic development officer

teacher

Note

- Use lower case for job titles where there are many jobs with the same title – for example, police officers, social workers, probation support officers.
- Use upper case for ‘one-off’ public/government posts.
- Use upper case where the title is used with the person’s name – for example, President Bush, Professor Philip Law.
- Use upper case when the name is part of a postal address and when signing off a letter or email. For example:
Enver Solomon
Deputy Director
Centre for Crime and Justice Studies

Teams and panels

Use lower case for all teams:

drug action team (DAT)

youth inclusion panel (YIP)

youth inclusion and support panel (YISP)

youth offending team (YOT)

Courts

Use upper and lower case as follows:

Court of Appeal

Crown Court

High Court

Supreme Court

District Court

Family Court

Magistrates’ Court

Youth Court

Note

Use upper case when referring to a specific court – for example, Magistrates’ Court of West London

Institutions, departments and units

Use upper and lower case as follows:

the cabinet

government (unless ‘the British Government’ as an exception).

parliament

coalition government

Home Office

House of Commons

the Treasury

Children’s Department at DfES

Department for Constitutional Affairs (DCA)

Department for Education and Skills (DfES)

Department of Health (DoH)
Education and Skills Committee
Education Select Committee
Home Affairs Committee
Ministry of Defence (MoD)
Prime Minister's Strategy Unit
Public Accounts Committee
Select Committee
Social Exclusion Unit (SEU) now known as the Social Exclusion Task Force

Crown Prosecution Service
Police Service
Prison Service
Probation Service/National Probation Service/Probation Trust

Audit Commission
Child and Adolescent Mental Health Services (CAMHS)
Criminal Justice Board
National Audit Office (NAO)
National Enforcement Agency
National Enforcement Service
National Offender Management Service (NOMS)
National Probation Directorate
National Treatment Association (NTA)
Northern Ireland Conferencing Service
Office for National Statistics (ONS)
Sentencing Guidelines Council (SGC)
Serious Organised Crime Agency (SOCA)
Social Services Inspectorate (SSI)
Youth Residential Service

Association of Chief Officers of Probation (ACOP)
British Medical Association (BMA)
Children's Rights Alliance
Commission for Families and the Well-being of Children
Council of Europe
European Committee of Social Rights
National Family and Parenting Institute

Royal College of Psychiatrists
United Nations (UN) Committee on the Rights of the Child
World Health Organization (WHO)

Nacro
Ofsted

The following take lower case whether singular or plural:
adolescent mental health units
children's centres
children's homes

children's trusts
children's services
criminal justice agencies
extended schools and children's centres
girls' units
health authorities
housing authorities
local authorities
local education authorities
local probation boards
NHS trusts
police
primary care trusts
prisons
probation areas (but Warwickshire Probation Area)
psychiatric units
pupil referral units (PRUs)
residential schools
secure children's homes (SCHs)
secure training centres (STCs)

Note

Use upper case when referring to a specific institution – for example, Feltham Young Offenders Institution

Plans, programmes and reviews

Use upper and lower case as follows:

Education Subsidy Programme

Intensive Change and Control Programme (ICCP)

Intensive Supervision and Surveillance Programme (ISSP)

National Healthy Schools Programme

National Probation Service Strategy

Social Services Inspectorate Inspection of Children's Services

Spending Review (followed by date)

Youth Inclusion and Support Programme

Youth Inclusion Programme

Youth Justice Board's Strategy for the Secure Estate for Children and Young People

drug treatment programmes

restorative justice programmes

sex offender programmes

Use upper case and italics for published documents:

National Policing Plan (followed by date)

Respect Action Plan

Strategic Plan (followed by date)

Partnerships, campaigns and initiatives

Use upper and lower case as follows:

Community Safety Partnerships in Wales

Crime and Disorder Reduction Partnership (CDRP)
Crime and Disorder Reduction Partnership (CDRP) areas
Justice Reinvestment project
Neighbourhood Renewal pathfinder areas
Rethinking Crime and Punishment (RCP) initiative
Safer Schools Partnerships
Street Crime Initiative (SCI)
Street Crime Initiative (SCI) areas

Surveys, standards and measurements

Use upper and lower case as follows:

British Crime Survey (BCS)
Drug Harm Index (DHI)
National Crime Recording Standard (NCRS)
National Evaluation of the Children's Fund (NECF)
National Offender Management Service assessment tool (OASys)
National Standards
Offending Crime and Justice Survey (OCJS)
Schools Survey

'one day count'

police recorded crime data

requirements

restorative justice (RJ)

supervision period for an SSO

Acts, Bills and Papers

Where an Act or Bill is quoted in full, use upper case initial letters, italics and follow with the date:

Crime and Disorder Act 1998

Criminal Justice Act 2003

Legal Services Bill 2006-2007

Green Paper and White Paper take upper case initial letters. Titles of White and Green Papers use the above format. For example:

The White Paper, *Supporting Magistrates' Courts to Provide Justice*

Note

Where the reference is clear and it is inappropriate to repeat the name in full, use, for example, 'the 1998 Act'.

Orders

All named orders take upper case:

Anti-Social Behaviour Order (ASBO) (but anti-social behaviour)

Care Order/Full Care Order

Civil Court Order

Combination Order

Community Order

Community Punishment and Rehabilitation Order (CPRO)

Community Rehabilitation Order
Community Service Order
Detention and Training Order
Drug Treatment and Testing Order (DTTO)
Penalty Notice for Disorder (PND)
Prison Service Order
Probation Order
Residential Training Order
Secure Training Order
Senior Attendance Centre Order
Suspended Sentence Order (SSO)

Unnamed orders take lower case:
community penalties
community based orders

Requirements take lower case:
accredited programme requirement
alcohol treatment requirement
attendance centre requirement
curfew requirement (but Curfew Order)
drug rehabilitation requirement
exclusion requirement
mental health treatment requirement
prohibited activity requirement
residence requirement
specified activity requirement
supervision requirement
unpaid work requirement

Note

Use lower case 'o' for order where it is used without its full name.

Published documents

Use upper case initial letters and italics for all published books, journals, reports and plans:

Every Child Matters

From Punishment to Problem Solving: A New Approach to Children in Trouble National Policing Plan (followed by date)

Reducing Re-offending by Ex-Prisoners (known as the social exclusion report)

Respect Action Plan

Strategic Plan (followed by date)

Youth Matters

For articles within a book or journal, capitalise first initial letter only and use quotation marks. For example:

'Is what works what counts? The role of evidence-based crime reduction in policy and practice', in *Safer Society*, No. 2.

See page 13 for guidelines on references.

Miscellaneous

Use upper and lower case as follows:

the Beijing Rules
Education Maintenance Allowance
Gross Domestic Product (GDP)
Public Service Agreement (PSA)
the Riyadh Guidelines
Social Charter
UN Convention on the Rights of the Child

criminal injuries compensation
criminal justice system
final warnings
General Election
Legal Aid
manifesto
reprimands

'custody minus': use quotation marks on first mention only
'the justice gap': use quotation marks on first mention only
narrowing the justice gap

Abbreviations

Abbreviations should be spelt out when they first appear, followed by the abbreviation/initial letters in brackets. The abbreviation may then be used throughout the remainder of the text. For example:

- Centre for Crime and Justice Studies (CCJS): use in full on first mention, then use CCJS
- Intensive Supervision and Surveillance Programme (ISSP): use in full on first mention, then use ISSP
- Young Offender Institute (YOI)

At the beginning of a sentence do not use the abbreviation.

In long and complex reports, it may be necessary to repeat the name in full the first time it appears in each section or chapter.

Collective nouns

Collective nouns such as government, committee, organisations and companies take singular verbs. For example:

The government thinks that . . .

A wide range of services is available . . .

Dates and years

Dates: use the format: 9 October 2006; October 2006; Monday, 9 October 2006.

Centuries: spell out centuries in full: in the sixteenth century; in the twenty-first century.

Decades: use either 'the 1990s' or 'the nineties'. Avoid 'the 90s'.

Spans of years

- State in full, using hyphens: 1996-2006; 1991-1992.
- Where there are two linked spans, use 'to': 1996-2007 to 2005-2006.
- Where months are included, use the format: April 2002-March 2003.

Full stops

Stops should be used in the following abbreviations and contractions:

e.g.

i.e.

etc.

N.B.

cf.

p./pp.

et al., (do not italicise)

Stops should **not** be used in:

Dr

MP

GP

UK

US/USA

kg

mm

VAT

DfES

Nacro

Defra

Acas

Note

Avoid overuse of e.g., i.e. and etc.

Hyphenation

Hyphenated words

The following words take hyphens:

anti-social

anti-civil

co-operate

co-ordinated
community-based
de-professionalised
multi-agency
re-offending
risk-taking/risk-takers
socio-demographic
three-quarters (and other fractions)
well-being
ex-prisoner

The following words do not take hyphens:

childcare
counterintuitive
downtariffing
marketplace
multidisciplinary
overfunded
per cent
policy makers
reconviction
reintegrate
resocialise
think tanks
underfunded
uptariffing

Hyphenated adjectival compounds

Most adjectival compounds should be hyphenated. For example:

fixed-term exclusions (but the exclusions were fixed term)
four-year extension
high-level ASB perception
ill-equipped
law-abiding majority
long-term plan (but over the long term)
'looked-after' system
newly-elected government
'old-style' sentences
part-time volunteer (but the volunteer worked part time)
problem-solving techniques
school-age young people
second-hand sales
self-report survey
short-term prison sentence
stand-alone curfew
two-day conference
UK-wide
wide-ranging reforms (but the reforms have been wide ranging)
well-adjusted and law-abiding adults
zero-tolerance approach

12-month period
25-hours-a-week supervision
71-day target

The following do not take hyphens:

child centred regimes
dual sentencing framework
middle class parents
police related expenditure
post NCRS
ten year old boy
two year old James Bulger
18 to 20 year old offenders (and 18 to 20 years old)

Numbers

Use words for one to ten and numerals for 11 onwards.

Exceptions

- Always use numerals in percentages and in measurements.
- Use numerals in figures and tables.
- At the start of a sentence all numbers should be spelled out in words – for example, Eleven, Sixty-five.
- Avoid mixing words and numerals.

Note

- Use commas in thousands – for example, 20,000, 15,000.
- Do not use apostrophes in decades – for example, the 1960s not the 1960's.
- Avoid 'K' as a substitute for thousand(s).
- Use numerals for millions and billions – for example, 5 million, £10 billion.

Plurals

Do not use apostrophes in plurals of abbreviations: MPs not MP's.

Do not use apostrophes in decades: the 1990s not the 1990's; a person's 70s not their 70's.

Quotations

Quotation marks

Single quotation marks should be used with all quotations.

Double quotation marks should be used where there is a quotation within a quotation.

Single quotation marks should be used to indicate a shorthand or colloquial expression – for example, 'old style' sentences, 'blue skies' thinker.

Single quotation marks should be used in the first reference to a quoted term. They are not required subsequently. For example:
It can be best described as 'market anomie'. Market anomie is defined by an erosion of legal norms.

Full quotations

A full quotation begins with a capital letter and the final punctuation mark is placed outside the closing quotation mark. For example:

The Home Office added: 'We will maintain a continuing focus on reducing re-offending through the new re-offending Standard.'

When a full quotation is split by comment, the format is as follows:

'An offence is considered to have been brought to justice,' according to the latest edition of *Criminal Statistics*, 'when an offender has been cautioned, convicted or had the offence taken into consideration by the court.'

Partial quotations

Where a statement is partially quoted, the quotation begins with a lower case initial letter and the final punctuation mark is placed after the closing quotation mark. For example:

The Home Office has actively encouraged the police to use PNDs as a means of maximising 'the opportunities for increasing the numbers of offences brought to justice'. Rod Morgan has remarked that arresting children for the police is like 'picking low-hanging fruit'.

Note

Quotations should be presented verbatim and include the formatting of the original. Where appropriate, use [sic].

Spellings

The following spellings should be used:

adviser (not advisor)

benefited (not benefitted)

focused (not focussed)

fulfil (not fulfill)

judgment (not judgement)

liaise (not liase)

maximising

organisation (not organization, except World Health Organization)

oriented (not orientated)

practice (noun); practise (verb)

victimisation

Tables and figures

Headings

Use the following format when labelling tables and figures, for example:

Figure 13: Proportion of convictions as a percentage of offences brought to justice, 1999-2006

Where present, the source should be set at the foot of the table, after notes if applicable.

Numbers and percentages

- Use numerals in tables and figures (including the numerals 1 to 10).
- Use commas in thousands: for example, 20,000,150,000.
- Do not use 'K' as substitute for thousand(s).
- Use '%' rather than 'per cent' only where space is restricted, e.g. when using numerals in tables and figures. In text use 'per cent' where possible and for consistency.

Spans of years

- State spans of years in full, using hyphens: 1996-2006.
- Where there are two linked spans, use 'to': 1996-2007 to 2005-2006.
- Where months are included in spans of years, use the format: April 2002-March 2003.

Note

Always refer to the relevant table or figure within the body of the text.

References

When using references in the text: (Reiner, 1998)

NB. We do not use page numbers in the reference brackets in the text, only in the full reference at the end of the article

For multiple references in the reference section, for example with Home Office; start with (Home Office, 2010) and (Home Office, 2012) AT the bottom.

In cases where there is more than one author use (Box et al.,1976) but in the reference section cite all authors.

The format of references is based on the Harvard style: author; date; publication(s); city; publisher; page number. For example:

Walker, A., Kershaw, C. and Nicholas, S. (2006), *Crime in England and Wales 2005/6*, London: Home Office.

Dorling, D. (2005), 'Prime suspect: murder in Britain', in Hillyard, P., Pantazis, C., Tombs, S., Gordon, D. and Dorling, D. (eds.), *Criminal Obsessions: Why Harm Matters More than Crime*, London: Crime and Society Foundation.

Thompson, E. (1971), 'The moral economy of the English crowd in the eighteenth century', *Past and Present*, 50, pp.76-136.

Note

- Books, papers, reports and journals: use upper case for initial letters of all main words and italicise the title. This format should also be used within the main body of the document.
- Articles within books and journals: use upper case for the initial letter of the first word and lower case for initial letters of all subsequent words. Title to be contained within quotation marks; no italics.
- Numbers within text referring to footnotes should be placed outside punctuation. For example:
They have little knowledge of ...the changes in the 1970s and 1980s that discarded it.³

Page layout

Use of quotations within text should be indented and in italics. If there is 'emphasis added', the words should be in bold.

*The offence is not just against the victimised person, the offence is against the state. The state is not just the arbiter in the trial between victim and offender; the state is the victim...If the victim feels that nobody cares about their suffering, it is in part because **institutionally** nobody does.*

(McBarnett, 1988) emphasis added

Side headings to be in bold and no underline

Use of Hansard

(Hansard, HC deb., 27 March 2008, c344WS)

(Hansard, Parliamentary Answer, 8 February 2007, c1089W)

In this format, it is not necessary to include Hansard in the reference section.

Weblinks

If publication is searchable with title only, do not use links in text or reference section

No underline. Use 'www'. No 'http/:' and use '(accessed on 22 October 2010) and not 'downloaded' or 'available at'

Use bitly links where possible and with space restrictions on the page

Misspelled or misused words – check in *The Guardian*:

<http://image.guardian.co.uk/sys-files/Guardian/documents/2004/07/15/styleguidepdfjuly2004.pdf>

affect/effect

'the style guide had no effect (noun) on the number of mistakes; the level of mistakes was not affected (verb) by exhortations in the style guide; we hope to effect (verb) a change in this..'

adviser

not advisor

affinity 'with' or 'between'. not 'to' or 'for'

allot, allotted

amid

not amidst

among

not amongst

analysis

plural **analyses**

any more

two words

appal, appalling

appendix

plural **appendices**