**Mixed Moss House Style Guide for Contributors**

Writes don’t have to follow House Style, but if you would like to know how we make decisions (and help the editor by following them when you can), the most common ones are listed here. *Mixed Moss* editors refer to the following references:

* *New Hart’s Rules*
* *New Oxford Spelling Dictionary – the Writers’ and Editors’ Guide to Spelling and Word Division*

*Structure and layout* – ask the editor for a Template

*Quotations and Refencing*

* Quotations longer than c.40 words spaced and indented, not italic.
* Single quotes throughout; double quotes for quotes within quotes.
* Sentence punctuation (e.g. full-stop) is placed inside the quotation marks if the quotation is a full sentence; outside, if not.
* Punctuation in quoted passages should generally be preserved (though, e.g., double quotation marks may be changed to single to match ‘house style’).
* Titles of books, plays, boats and ships, etc.: italic, with initial caps (Lives of the English Poets)
* Acronyms and contractions do not have full stops when the last letter is not included, but abbreviations do; for example, ‘the ABC’, A. Ransome, ‘eds’, but ‘ed.’
* We use MHRA Footnote referencing style for formal references (but prefer to put references in text where there are only one or two references and/or they are part of the sentence, e.g. ‘On page 12 of *Swallows, Amazons and Coots*, Julian Lovelock talks about ‘implied radicalism.’ There is enough information here for a reader to find this book.).
* For the Ransome ‘twelve’ and his autobiography, chapter numbers (rather than page numbers) are preferred so that people with different editions can find them.
* If using endnotes and quoting from the same book, put the page/chapter numbers in the text, rather than a separate endnote for each.

*Footnotes*

* Separating footnotes (additional information about the text that readers may wish to glance at while reading) from endnotes (references, listed at the end of the article) was trialled in the 2021 edition. There were no complaints other than ‘this is not how it is usually done’.

*Spelling*

* Where in UK English a word can be spelled with either an ‘s’ or a ‘z’, the ‘s’ form is used (e.g. ‘civilisation’ and ‘realise’, not ‘civilization’ and ‘realize’
* George Owdon is spelt this way, (no ‘e’ in Owdon).

*Punctuation*

* Spaced en dash ( – ) for punctuation, unspaced en dash (–) for number/date ranges.
* Compound words are usually hyphenated (e.g. ‘second-hand’, well-advanced), but check the OED – there are some exceptions (e.g. proofread, worldwide and skill set).
* Curly quotes except for units of measurement and grid references, e.g. 54o 18' 46.7"N
* Curly quotes around article titles, but not names of houses, e.g. Hill Top
* Only one space after any punctuation, not two
* One space after page numbers, e.g. p. 4
* No spaces after full-stop in initials and acronyms, e.g. ‘e.g.’
* Dr, as in Dr Johnson, does not have a full stop (except where found in quoted passages).

*Numbers and dates*

* Spelled out one through twelve; 13 and above as figures, except when associated with measurement (e.g. 3kg, 4 years, 5’2”) or grid references, e.g. 54o 18' 46.7"N
* Dates in full - 23 March 1732
* The text in ordinal numbers (e.g. 1st, 2nd, 3rd) is placed in superscript.

*Names*

* The first name of any person mentioned in the text (references and people generally) is used along with their surname the first time they appear in the body of the document; the surname thereafter. Arthur Ransome may be referred to as AR or Ransome, but if another Ransome is mentioned in that article, avoid using ‘Ransome’ on its own from that point on.

## Common Abbreviations/Conventions for Ransome-related books and people

Abbreviations are to be avoided (particularly in titles), but may be used when referring to a page/chapter number in the text of one of the common Ransome books (*WH*, Ch. 2) or when Ransome himself has used the abbreviation/contraction.

AR Arthur Ransome

*SA Swallows and Amazons*

*S&A* The *Swallows & Amazons* films (the 1974 film has ampersand on cover)

*SD Swallowdale*

*PD Peter Duck*

*WH Winter Holiday*

*CC Coot Club*

*PP Pigeon Post*

*WDMTGTS/WD We Didn’t Mean to go to Sea*

*SW Secret Water*

*BS The Big Six*

*ML Missee Lee*

*PM Picts and Martyrs*

*GN Great Northern?*

*CN Coots in the North*

*MM Mixed Moss*

the *Autobiography The Autobiography of Arthur Ransome*, edited by Rupert Hart-Davis

the *Life* Brogan’s *Life of Arthur Ransome*

the *Bibliography* Hammond’s *Arthur Ransome: A Bibliography*

The D.’s
The Dogs’ Home
The Twelve A common way to refer to the twelve *SA* novels

TARS/Tars TARS refers to the organisation, Tars to the members in it.