



The Oxford Style Manual

R. M. Ritter

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Throughout the twentieth century, *The Oxford Dictionary for Writers and Editors* and *Hart's Rules* grew to be indispensable sources for all those who deal with the written word. Now, for the first time, *The Oxford Style Manual* combines in one volume these two classic reference books in their latest forms: the second edition of *The Oxford Dictionary for Writers and Editors*, and *The Oxford Guide to Style* - the new *Hart's Rules*. Together they offer unrivalled guidance on words and how to treat them.

The first part of *The Oxford Style Manual* contains 16 topic-based chapters of help on every aspect of words in print. The text is full of explanations, examples, and lists of, for example, abbreviations, capitalization, punctuation, and scientific and mathematical symbols. It gives clear advice on how to treat quotations, illustrations, tables, notes and references, specialist subjects, and indexes, as well as exhaustive information on foreign languages. There is also information on recent issues such as citing electronic media, submitting material for online publication, and current copyright law.

The second part of the *Manual* consists of short alphabetical entries that provide easy-to-follow guidance on specific writing conundrums, including common spelling difficulties (*hairdryer* or *hairdrier?*); queries on hyphenation and punctuation (*brothers-in-law* or *brother-in-laws?*); confusables (*impassible* or *impassable?*); differences between British and American English (*pyjamas/pajamas*); and difficult or unusual terms.

The Oxford Style Manual really is the ultimate guide for all book, magazine, and Internet publishers on preparing and presenting the written word.

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