

STYLE

A guide for contributors

Style here does not refer to the elegance of your improv or your gig uniform. It embraces punctuation, spelling, capitalisation of nouns and other assorted aspects of the English language that can vary from publishing house to publishing house, from magazine to magazine, etc. For instance, the word "organisation" can quite legitimately be spelled with a central "z". So which spelling should you use? Or...do Spring and Autumn take capital letters? This is where STYLE comes into play and this document contains the recommended style for The Sussex Jazz Magazine.

If in doubt about a particular style not mentioned here, we recommend the industry's standard book *The Authors' and Printers' Guide*. Its full title is

AUTHORS' AND PRINTERS' DICTIONARY: A GUIDE FOR AUTHORS, EDITORS, PRINTERS, CORRECTORS OF THE PRESS, COMPOSITORS AND TYPISTS

A copy can be bought on Amazon for less than £3. No writer should be without one.

Quotes

Double (") or single (') quotes can open a spoken passage, thus: She said, "No thanks!". Or: She said, 'No thanks!' When speech or other quoted passages occur inside the quotes then they change to the other variant. So:

Betty said: "My mother told me today: 'Betty, you have to stay in tonight'."

Our style is to use double quotes to open a quoted passage then single quotes for speech inside that passage. So the above example is our style, the passage below is NOT:

Betty said: 'My mother told me today: "Betty, you have to stay in tonight".'

Titles

Book titles, songs, tunes, jazz heads, TV plays, etc carry initial caps and should be in italics. Do not quote them:

I was reading *David Copperfield* last night while listening to *So What* when my wife said: "Turn that racket down, will you? I'm trying to watch *Coronation Street*."

The word ITS

This is not a matter of style but of accepted grammatical practice. ITS does not require an apostrophe unless it means IT HAS or IT IS. The following passage is WRONG:

This is my dog and this is it's kennel.

Literally, that sentence means: This is my dog and this is it is kennel.

It should be:

This is my dog and this is its kennel.

The following passage is correct:

It's time my dog came home for its supper.

Remember we do not put apostrophes in YOURS, THEIRS or OURS so why put it in the genitive **its**?

Care is needed here as some modern word-processing software will insert the apostrophe unasked. There is no such word as **its'** whatever Janet Street Porter may think.

And...**Let's** means Let us, **Lets** doesn't.

Plurals

Genius. The plural of genius is geniuses not genii, which is the plural of genie-- the fat bloke who pops up when you rub your magic slipper.

Generally, Latin plurals should be avoided. If you find yourself in a corner, use a non-Latin word. English is a rich language. The plural of opus, for example, is actually opera. The English word "works" suits just as well.

He showed me his collected works is preferable to **He showed me his collected opuses/opera.**

There are exceptions, of course, "cacti" being one of them, but if in doubt avoid them.

Capitalisation

Proper nouns carry initial capital letters in English. Monday, February, Charlie Anderson, Brighton. Though it is very important of course, "jazz" does not, nor does the phrase "modern jazz trio" unless it refers to a band of that name. Do not capitalize words just because you think they are important. We gave that up in the 18th century.

Spring and Autumn, and the other seasons, do take initial caps to help their sense and save poor writers from endless sentence reconstruction.

In my view, jazz is the greatest music in the world.

Numbers

The figures one to ten should be spelled out. Above that sums can be written in Arabic numerals:

I received nine Valentine cards today. My sister got 15.

Exceptions include non-computable and rhetorical sums:

I've told you a hundred times. He's one of my thousands of admirers.

Hyphens

Use them carefully and thoughtfully. They should help the sense of a passage. In

A newly-elected mayor the hyphen is unnecessary while in **There are 20 odd members of the cabinet** it is essential.

Judgment does not take a central **e** unless you are quoting the Bible.

Focused not focussed. The latter is the current American choice.

Practice and Practise

Practice is a noun.

Practise is a verb.

The easiest way to remember is: Substitute **advice** and **advise** in the sentence.

How much do you practise? How much do you advise?

I need some practice. I need some advice.

Licence and License also work if you have a good ear.

Correct Spellings of Frequently Misspelled Names

Allan Ganley

Art Themen

Barb Jungr

Claire Martin

Cleveland Watkiss

Conte Candoli

Denys Baptiste

Dick Morrissey

Gareth Lockrane

Geoff Simkins

Gerard Presencer

Gwyneth Herbert

Humphrey Lyttelton

Iain Ballamy

Ivo Neame

Jaco Pastorius

Jeremie Coullon

Joe LaBarbera

Joey DeFrancesco

John Critchinson

John McLaughlin

John Patitucci

John Pizzarelli

John Scofield

Jon Cowherd

Julian Argüelles

Kourosch Kanani

Liane Carroll

Nikki Yeoh

Norma Winstone

Pete Jacobsen

Ramsey Lewis

Scott LaFaro

Simon D'souza

Simon Spillett

Stan Sulzmann

Stanley Clarke

Thelonious Monk

Tony Kofi

Toshiko Akiyoshi

Wayne McConnell

Foreign Language Names

If you do not know how to insert special characters using your software program then please copy and paste from here.

For French and German names please insert the correct special characters, such as accents, chevrons and umlauts. For example:

Noël Akchoté

Peter Brötzmann

Werner Pöhlert

For Spanish names please insert the correct special characters, including the tilde [ñ] and the small accents placed above vowels. For example:

Niño Josele

Oscar Peñas

Paco de Lucía

Also remember the correct spellings and adhere to the correct capitalisation. For example:

Tete Montoliu

Gonzalo Rubalcaba

Juan d'Anyelica

For scandinavian names please insert the correct special characters. For example:

Håkon Kornstad

Jasper Høiby

Kåre Garnes

Kåre Thomsen

Per Jørgensen

Thomas Strønen

For names that use non-Roman alphabets, please use the common romanised versions of their names (e.g. use the romanised version of Russian names rather than the cyrillic spelling). For example:

Valery Ponomarev (not Валéрий Пономарёв)

Sadao Watanabe (not 渡辺 貞夫)

Na Yoon-sun (not 나윤선)

Fonts and Formatting

The standard font for the magazine is Georgia.

New paragraphs should be tabbed and without spaces between paragraphs.

For Q&A interviews, please use bold for your questions and a space between the response and the next question.

Use double quotes at the very beginning and very end of an interviewee's response.

Spacing: single spacing 1.0

Alignment: Left.

You can submit your articles and interviews in any of the following formats, in order of preference:

Word (.doc or .docx)

Microsoft Works Document (.wps)

RTF (.rtf)

Pages (.pages)

We cannot accept pdf files on their own, but you may send these to illustrate a preferred placing of musical examples and diagrams.

If you have jpegs or png images within your submission, please send these as separate files together with appropriate captions if required.