The following is an excerpt from the full University of Oxford Style Guide: www.ox.ac.uk/styleguide. Although it is made freely available online, it is intended as an in-house guide to enable staff of Oxford University to be consistent, and does not purport to compete with OUP’s professional style and writing guides.

General rule
- if there is more than one correct way of writing something, choose whichever uses least space and least ink

Abbreviations
- close up spaces between letters and don’t use full stops in abbreviations, contractions or acronyms; but do use spaces between people’s initials:
  - Dr P A Smith has an MMathPhil and a DPhil in maths

Capitalisation
- only use capital letters where absolutely required
- capitalise ‘college’, ‘department’ etc when used as part of their official name:
  - Brasenose College; Department of Engineering Science; Medical Sciences Division; Faculty of Law
- use lower case for ‘college’, ‘department’ etc when used descriptively without the full name:
  - the college; the department; the division; the faculty
- capitalise ‘University’ whenever referring to Oxford University:
  - the University is 800 years old; the collegiate University is a large employer
- capitalise ‘Professor’ when followed by a name, but use lower-case when used as a job title:
  - Professor Smith is a professor in the Social Sciences Division

Colleges
- the following colleges have names with unusual spellings or cannot be abbreviated by omitting the word ‘College’ from their full names:
  - All Souls (no apostrophe)
  - Christ Church (never ‘Christ Church College’)
  - New College (not just ‘New’)
  - Queen’s or The Queen’s College (never just ‘Queen’s College’)
  - University College (not just ‘University’, although ‘Univ’ is fine in informal settings)

Dashes/hyphens
hyphens: always closed up to words either side:
- use to join prefixes which might cause confusion: pre–eminent; re–release
- use in adjectival phrases preceding a noun: a long–held belief; a first–class degree
- do not use in adjectival phrases following a noun: a belief which has been long held
- do not use in adjectival phrases which include an adverb ending in –ly: a highly paid job; a quickly flowing river
n–dashes
- with spaces either side, use:
  - as a pair, in place of commas or parentheses to separate a phrase
  - singly, in place of a colon to link 2 parts of a sentence which could each stand alone
- closed up to words or numbers either side, use:
  - to link concepts or ranges of numbers/dates: 2014–15; German–Polish pact
  - to link two names who are co–creators or after whom something is named: Lennon–McCartney; Varley–Gladwell prize

Dates/years
- format as day month year:
  - 12 January 2016
  - January 12, 2016
- give date ranges with a closed–up n–dash:
  - 12–14 January (see also Times below)
- for academic/financial years, use either an n–dash or a slash but be consistent:
  - 2016–17 OR 2016/17
- for decades, do not use an apostrophe:
  - the 1970s

Degrees
- Oxford offers the following types of degree, in the following order of seniority:
  - BA, BFA, BTh – bachelors’ degrees (singular: bachelor’s degree)
  - MA, MPhil, MSc – masters’ degrees (singular: master’s degree)
  - DPhil – doctorate
**Numbers**
- spell out whole-number words for one to ten
- use figures for 11 and above and for percentages, measurements and currency
- if lots of numbers are in a piece of writing, use figures for all of them to allow for easy comparison

**Postnominals**
- don’t feel you have to list all someone’s awards, degrees, memberships etc – only list those relevant to the context of the piece
- follow this order when listing postnominals:
  - civil honours, military honours, QC, degrees (bachelors’ > masters’ > doctorates > postdoctoral), diplomas, certificates, fellowships/memberships

**Quotation marks**
- place punctuation before the closing quotation mark if the quote would have required punctuation in its original form; place it after the closing quotation mark if the quote would not require punctuation:
- use single quotation marks for quotations/direct speech/titles and double quotation marks for quotations/direct speech/titles within that:
  - ‘I haven’t got round to reading “Thomas the Tank Engine” yet, I said.

**Spelling**
- use suffix -ise; -isation; -yse; -ysation
- NOT -ize; -ization; -yze; -yzation

**Streets**
- these Oxford street names are correctly written as follows:
  - St Aldate’s
  - St Clement’s Street
  - St Ebbe’s Street
  - St Giles’
  - St John Street

**Terms**
- academic terms/vacations at Oxford are spelt and capitalised as follows:
  - Michaelmas term
  - Hilary term
  - Trinity term
  - long vacation

**Times**
- use either n-dashes or from…to when referring to spans of time, not a mixture of both:
  - 2–3pm OR from 2 to 3pm; 9am–5pm OR from 9am to 5pm
  - NOT from 2–3pm
- pick either the 12-hour clock or the 24-hour clock and write all times in the same format:
  - 12-hour clock: 8am; 5.30pm; noon; midnight
  - 24-hour clock: 08:00; 17:30; 12:00; 0:00

**Titles**
- academics with knight/damehoods use the academic title first:
  - Professor Sir Septimus Albequerque
- academics who are also members of the clergy use their clerical title first:
  - The Revd Dr Juliet Capulet

**University of Oxford**
- use either University of Oxford or Oxford University; they are interchangeable