UNIVERSITY OF AMSTERDAM

UvA English Style Guide

FULL VERSION

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UNIVERSITY OF AMSTERDAM

CREDITS

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UNIVERSITY OF AMSTERDAM

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INTRODUCTION

The *UvA English Style Guide* is aimed at editors and other staff members at the University of Amsterdam (UvA) who regularly write or edit documents in English. It is also meant as an aid to external translators and translation agencies. The *UvA English Style Guide* and the *UvA Translation List* are the UvA's two key corporate English language tools.

The purpose of the *Style Guide* is to present the **main conventions adopted by the UvA** with respect to written English. This will foster consistency within an individual text and within the body of texts published by the UvA as a whole, both online and in print. The most important convention to note is that, as a European institution, the **UvA uses British English**. This has consequences for the spelling and choice of words, but also for punctuation, forms of address and so on.

As most of the UvA's staff are Dutch, this second (revised) edition of the *Style Guide* has shifted its emphasis from explaining English spelling and grammar to highlighting the **key areas of concern for Dutch users** and pointing out some differences between Dutch and English. These are areas where a Dutch native speaker is more likely to make a mistake.

This full *UvA English Style Guide* is available on:

- UvA Intranet (for staff): A-Z list > Translation (*Vertalen*)
- UvA Extranet (for external users): A-Z list > English language communication (*Engelstalige communicatie*)

Suggestions or questions are welcome and can be sent to: uvaweb.english@uva.nl.

1 ACADEMIC TERMINOLOGY

1.1 CAPITALISATION OF ACADEMIC TERMS

1.1.1 Subject area/discipline

Use capital letters for the names of UvA subject areas when used with a degree or personal title:

> He is doing a Master's in Art History.
> She recently completed a Research Master's in Linguistics.
> He is a professor of Urban Studies.

Do not capitalise the subject area when it is referred to in other contexts:

> He is studying art history.

Note: On the UvA website, subject areas are referred to as 'disciplines'.

1.1.2 Name of organisational unit

Use capital letters when writing the full official name of UvA departments, faculties, committees, etc. Also use capitals in subsequent partial or informal references:

	OFFICIAL NAME	SUBSEQUENT INFORMAL REFERENCES
university	University of Amsterdam	the University
faculty	Faculty of Science	the Science Faculty / the Faculty
department	Department of Philosophy	the Philosophy Department / the Department
committee	UvA Ethics Committee	the Committee

1.1.3 University/faculty

Use a capital letter when referring to a specific university or faculty:

> The University of Amsterdam has a long history. The University traces its roots back to 1632.
> Professor Chu teaches at the Faculty of Science. The Faculty has many staff members.

Use lower case letters when making general references:

> Many more people go to university now than in the past.
> The UvA has seven faculties.

1.2 CREDITS

1.2.1 ECTS credits

Use 'ECTS credits' on the first reference; after that, just 'credits' or 'ECTS' will suffice:

> ECTS credits are allocated to degree programmes and their components. The number of credits ascribed is based on the workload.

Note: 'ECTS' refers both to the European Credit Transfer and Accumulation System and to credits accumulated through study. For more information, consult the *ECTS Users' Guide* on the EU website.

Tip

Dutch-language UvA documents may refer to *ECTS-punten, studiepunten* or *EC*. In English, always use 'ECTS' as described here.

1.3   DEGREES AND PROGRAMMES

1.3.1   List of UvA degrees and programmes

Degrees and programmes at the UvA are written as follows:

DEGREE	ABBREVIATION*	PROGRAMME
Bachelor of Arts	BA	Bachelor's programme
Bachelor of Science	BSc	Master's programme
Bachelor of Laws	LLB	Research Master's programme
Master of Arts	MA	doctoral programme
Master of Science	MSc	
Master of Laws	LLM	
Master of Business Administration	MBA	
Doctor of Philosophy	PhD	

* Do not use full stops in the abbreviations.

1.3.2   Capitalisation

Always capitalise the words 'Bachelor' and 'Master' but not 'programme' or 'degree':

> Students with a Bachelor's degree from a foreign university can apply.

Write 'Research Master' with two capital letters to distinguish it from the regular Master's programme:

> The UvA's two-year Research Master's programmes are increasingly popular.

1.3.3   Bachelors or Bachelor's? Masters or Master's?

Write 'Bachelor's' and 'Master's' when using the words 'Bachelor' and 'Master' as an adjective:

> She has a Bachelor's degree in Physics
> Universities offer Master's programmes in various disciplines.

1.3.4   Doctorate or doctoral?

'Doctorate' is a noun (synonymous with 'PhD degree*')*. 'Doctoral' is its adjectival form, most often used to modify the words *'*degree', 'programme' or 'thesis':

> He has a doctorate in Medicine.
> He has a doctoral degree in Medicine.

> **Tip**
>
> The Dutch word *doctoraal* refers to an initial university degree offered in the Netherlands until 2002. Be sure <u>not</u> to translate it as 'doctoral'.

1.3.5   Degree programme or study programme?

Use 'degree programme' to refer to a programme of studies that grants both credits and an academic degree upon successful completion. Use 'study programme' when referring to a broader range of programmes, some of which may not offer credits or a degree.

Note: Eliminate the words 'degree' and 'programme' whenever possible.

> Upon completing the programme, students are granted a Master of Science ~~degree~~ in Physics. The Research Master's ~~programme~~ in Urban Studies offers a multidisciplinary perspective.

1.3.6   Programme or course?

'Programme' (*opleiding)* refers to a degree or study programme and 'course' (*vak*) to the components of that programme.

1.3.7   Translating the Dutch abbreviations *Ba/Ma*

The Dutch abbreviation *Ba* refers to both BA and BSc in English. It can be translated in two ways: either as 'BA and BSc' or as 'Bachelor's programmes'. The same applies to *Ma*: translate as 'MA and MSc' or as 'Master's programmes'.

Note: Do not translate *Ba/Ma* as 'BA/MA'

1.4 TITLES AND NAMES

1.4.1 Academic titles

Replace the Dutch academic titles *prof.* and *dr.* with their English title before the name:

DUTCH TITLE	ENGLISH TITLE	
prof.	Prof.	with full stop
dr.	Dr	<u>no</u> full stop
prof. dr.	Prof.	omit *dr.*

Examples:

DUTCH	ENGLISH
mw. prof. dr. D. Vos	Prof. D. Vos
mw. dr. Eliane Smit	Dr Eliane Smit

Note: In English, 'Dr' refers both to someone with a PhD and to a medical doctor. Never use the Dutch title *drs.* in English. This will be read as 'doctors' (i.e. more than one doctor). Instead, use the appropriate academic degree after the name (MA or MSc).

> **Tip**
>
> When the academic title precedes the name, the personal title (Mr, Ms, Mrs) is dropped.

Omit the Dutch titles *mr./ir./ing./drs.* and place the English degree after the name:

DUTCH TITLE	ENGLISH DEGREE
mr.	LLM
ir.	MSc
ing.	BSc
drs.	MA or MSC

Examples:

DUTCH	ENGLISH
mr. F. Leenstra	F. Leenstra LLM
ing. W. de Jong	W. de Jong BSc
ir. C. Vlietstra	C. Vlietstra MSc
drs. M. Kok	M. Kok MA

> **Tip**
>
> When the degree follows the name, it is not preceeded by a comma:
>
> Mr J. Smeets MA

1.4.2   Job and position titles

Capitalise formal job titles that directly precede a name. Use the lower case elsewhere:

> Vice-President Gerda Heemskerk chaired the meeting.
> Professor Heemskerk is vice-president of the Executive Board.
> Professor Chu teaches at the Faculty of Science.
> He is a professor of Biology.

Tip

When a subject area follows an academic title, always use 'of':

> She is a professor <u>of</u> Archaeology.   [*not:* She is a professor <u>in</u> Archaeology.]

See also: 2.8.4 Ranks and Titles

1.4.3   Names and initials

Provide full given names (not initials) when a person is first mentioned in a text, but drop the given names in subsequent references:

> Professor Jan Peter Braun is a professor of Linguistics. Professor Braun is interested in post-modernism.

When initials are called for, use full stops and no spaces after the initials. Put a space between the initials and the surname:

> A.J.M. Braun

2 GENERAL STYLE PREFERENCES

2.1 ABBREVIATIONS

2.1.1 General preferences

Acronyms (abbreviations formed using the first letter of several words) have all capital letters and no full stops:

> BBC
> NATO
> USA
> FAQ

Contracted titles (where the middle of a word is omitted) have an initial capital letter and no full stop:

> Mr
> Dr

Abbreviations (where the end of a word is omitted) have an initial capital letter and a full stop:

> Prof.
> Feb.
> Wed.

Certain Latin abbreviations and other abbreviations, e.g. for weights, distances and time, are always lower case but vary in their use of the full stop:

common Latin abbreviations	c.	etc.	i.e.	e.g.
weights, distances, time	kg	km	am	pm
page, pages	p.	pp.		

Note: The abbreviations 'e.g.' and 'i.e.' are not interchangeable. Use 'e.g.' when you mean 'for example' and 'i.e.' when you mean 'in other words'. Both abbreviations are preceded, but not followed, by a comma:

> The three-year AUC Bachelor's programme has a total of 180 credits, i.e. 60 credits per year. Courses are drawn from various disciplines, e.g. the humanities, social sciences and natural sciences.

> **Tip**
>
> Replace Dutch abbreviations with their English equivalent:
>
> | | |
> |---|---|
> | a.u.b. | please |
> | bijv. | for example; e.g. |
> | e.a. | and others; et al. |
> | enz. | and so on; etc. |
> | mr. (*meester,* LLM) | LLM (after the name) |
> | m/v | man/woman |
> | o.a. | among other things |
> | t.a.v. | To the attention of; attn. |
> | t/m | up to and including |

2.1.2 Use of acronyms

The name of an organisation is written in full when it first appears, followed by the acronym in parentheses. After that, use the acronym only:

> The University of Amsterdam (UvA) was founded in 1877. The UvA has 30,000 students.

For well-known acronyms, there is no need to use the full name first:

> EU
> AIDS
> BBC
> NATO

Use acronyms sparingly. If the name of an organisation appears only once in the text, there is no need to include the acronym**.** If the name of an organisation is very long, a general reference like 'the University' or 'the Centre' can also be used in subsequent references. This often makes for a more readable text.

> **Tip**
>
> The acronyms of UvA faculties, colleges, graduate schools, affiliated institutions, etc., are included in the UvA Translation List. This is *not* meant to suggest that the acronym is part of the official name. Only use the acronym when it is helpful to do so.

2.2   CAPITALISATION

2.2.1   General preferences

Use capital letters to start sentences and to distinguish the names of people, places, organisations or institutions.

Also use a capital for:

Historical terms and events	the Renaissance
	the First World War
Political, economic or religious labels	Buddhism
	Hobbesian
Dates and holidays	Tuesday
	March
	See 2.2.3 Public or religious holidays
Legislation and official documents	the Bill of Rights
Honours and awards	Nobel Prize for Peace
People and languages	American
	English
Registered trade names	Facebook
	Twitter
Ranks and titles	*See:* 2.2.4 Ranks and titles

'The Netherlands' or 'the Netherlands', 'The Hague' or 'the Hague'? Use 'The Netherlands' when writing an address but 'the Netherlands' in a running sentence. Write 'The Hague' in all cases.

Amsterdam is the capital of the Netherlands but the parliament is located in The Hague.

Do not capitalise compass points except in official names:

The compass is pointing due north.
North Korea

See also: 2.7 Geographical names and compass points

Do not use a capital letter for trade names that have become generic terms:

internet
web

Do not capitalise the second word in a compound noun or adjective:

> Geo-ecological Dynamics
> Geo-ecology

Do not capitalise the seasons unless they are part of an official name:

> winter
> UvA Summer School

2.2.2 Personal titles

Always capitalise personal titles in English and do not use full stops:

DUTCH	ENGLISH
mevrouw	Ms .
heer	Mr

Note: 'Miss' is for a young girl. 'Mrs' is for a married woman who wishes to be addressed as such.

2.2.3 Public or religious holidays

Here is a list of the main Dutch public or religious holidays and their English translation. Note the use of capitals.

HOLIDAY	ENGLISH NAME
Bevrijdingsdag	Liberation Day
Chanoeka	Hanukkah
Dag van de Arbeid	Labour Day
Dodenherdenking	Remembrance Day
Eerste Kerstdag	Christmas Day
Goede Vrijdag	Good Friday
Hemelvaartsdag	Ascension day
Kerstavond	Christmas Eve
Koningsdag	King's Day
Nieuwjaarsdag	New Year's Day
Oudejaarsavond	New Year's Eve
Pasen	Easter
Pinksteren	Whitsun (or Whitsuntide)
Ramadan	Ramadan
Tweede Kerstdag	Boxing Day
Tweede Paasdag	Easter Monday
Tweede Pinksterdag	Whit Monday

2.2.4 Ranks and titles

Use capital letters for titles preceding names:

> Prime Minister Rutte
> Professor Dan McKay

Use lower case letters for titles following names or standing alone:

> Dan McKay, professor at the University of Amsterdam
> He is the prime minister of the Netherlands

Capitalise both words in a compound title preceding a name:

> Vice-President Gerda Heemskerk
> [*but:* Gerda Heemskerk, vice-president of the Executive Board]

2.3   DATES, TIMES AND NUMBERS

2.3.1   Dates

Write the date in the format *day – month – year*:

21 January 2011	[*not* January 21, 2011]
	[*not* 21st January 2011]
Monday, 21 January 2011	[*use* a comma after the day]

Write decades without an apostrophe and with a hyphen:

1960s	[*not* 1960's]
mid-1980	[*not* mid 1980]

2.3.2   Times

Use the 24-hour notation (with a colon between the hours and minutes):

09:45
14:30

The 12-hour notation can be used for invitations or more personal texts. In that case, include 'am' or 'pm' (without full stops):

12 pm   [*not* 12 p.m.]

Tip

Never use 'hrs' after the time:

14:30   [*not* 14:30 hrs]

2.3.3   Numbers

Use words for:

	EXAMPLE
lower numbers (1-9 inclusive)	three universities
numbers at the start of a sentence	Twenty students participated in the study.
adjacent modifiers	Twelve 45-page brochures were printed.

Use figures for:

	EXAMPLE
larger numbers (10 and above)	25 professors
decimals	The average family has 2.3 children.
times	The class starts at 14:00.
money	The participants received €200 each.
units of measurement	4 metres
percentages in scientific texts*	There was a 5% response rate.

no space between the number and the % sign.

In numbers, the comma and full stop appear in different positions in English than they do in Dutch. In English, a full stop marks decimals (the 'decimal point'*)* and a comma marks thousands:

DUTCH	ENGLISH
€ 9,95	€9.95
$ 11.000	$11,000
€ 10.499,99	€10,499.99
1.000.000 *(miljoen)*	1,000,000 (one million)
1.000.000.000 *(miljard)*	1,000,000,000 (one billion)

Write 'million' and 'billion' in full:

€10 million	[*not* €10m, *not* €10 mil.]
€600 billion	[*not* €10b, *not* €10 bil.]

In English, there is no space between a currency symbol and the number:

€500	[*not* € 500]

Tip

Write telephone and fax numbers as follows:

> T: +31 (0)20 525 1234
> F: +31 (0)20 525 4321

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2.4 DISCLAIMERS

The following standard disclaimers may be used in UvA texts. The choice of disclaimer depends on the nature of the text. If more than one disclaimer is used, the information should be combined in one disclaimer.

> **Tip**
>
> Always include a translation disclaimer on the first page of P&O and legal regulations.

2.4.1 Standard disclaimer texts

TYPE OF DISCLAIMER	TEXT TO USE
Translation [standard disclaimer]	*Disclaimer*: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.
Contents	*Disclaimer*: No rights can be derived from the contents of this publication.
Figures	*Disclaimer:* The [specify: amounts, percentages etc.] mentioned in this document are valid as of [date: e.g. 6 June 2012] and may change in the course of time.
Gender	*Disclaimer:* Where this publication refers to 'he' and 'his', 'she' and 'her' are also implied.

2.4.2 Placement of disclaimer

Footer:
> The disclaimer should be placed as a 'footer' on the *first page only* of the document (i.e. not on every page).

Header:
> If necessary, it can be placed as a 'header' on the first page only, for example if there are also footnotes on the first page.

Front cover verso:
> In the case of printed corporate publications, such as the UvA Annual Report, the disclaimer should be placed on the verso of the front cover.

The disclaimer should be outlined and typed in the smallest size of the same font as used in the document:

> *Disclaimer*: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.

2.5   FOREIGN WORDS AND PHRASES

2.5.1   Foreign words in an English text

If a foreign word or phrase is itself the subject of the sentence, it should be written in italics, followed by an explanation:

> In the Netherlands, *hogescholen* are universities of applied science.

If a word or phrase has no official English translation (but the Dutch word or phrase would mean nothing to a non-Dutch audience), write the English translation first, followed, in parentheses, by the original Dutch text, in italics:

> Knowledge for the City (*Kennis voor de Stad)* brought together civil servants and academic staff.

If an organisation's original-language name is believed to be familiar to the intended readership, or if the organisation uses the original-language name in its own English texts, use this rather than a translation:

> The Bundesbank has issued a new policy directive.

Note: Bundesbank, although a foreign word, is not written in italics because it is a well-known entity outside Germany.

2.5.2   Dutch publication titles in an English text

If a book has been published in Dutch only, provide the Dutch title in italics, followed by an English translation in parentheses but not in italics.

> Professor Fresco's book *Hamburgers in het Paradijs: Voedsel in tijden van schaarste en overvloed* (Hamburgers in Paradise: Food in times of Scarcity and Abundance) was published in 2012.

If a book has been published in both Dutch and English, provide the English title only, in italics.

> *The Discovery of Heaven*, by Harry Mulisch, has been described as his magnum opus.

The name of an article or lecture is enclosed between single quotation marks and is never italicised, even if written in a foreign language.

> The article 'Gezondheid en geluk' was published in 2009.

See also: 2.10 References (citation of)

2.6   GENDER

2.6.1   He or she

Do not use 'he/she' or 's/he'. Refer instead to 'he or she' and 'him or her', or use the plural form ('students'; 'they'):

> Once a student has paid the tuition fees, he or she will receive an invitation for a START appointment.

> Once students have paid their tuition fees, they will receive an invitation for a START appointment.

Nowadays, it is also acceptable to use forms such as 'everyone has their own views on the subject'.

2.6.2   You

In informal texts, 'he' or 'she' can be avoided by addressing the reader directly ('you'; 'your').

> Once your tuition fees have been paid, you will receive an invitation for a START appointment.

2.6.3   Chair or Chairperson?

Use 'Chair' or 'Chairperson' (not 'Chairman' or 'Chairwoman'). In the remainder of the text, use the pronoun ('he' or 'she') appropriate to the sex of the chairperson.

> The Chair of the committee announced her intention to resign.

See also: 2.4 Disclaimers (Standard disclaimer texts: Gender)

2.7   GEOGRAPHICAL NAMES AND COMPASS POINTS

2.7.1   City names

Use well-established English forms where they exist:

Cologne   [*not*: Köln]   The Hague   [*note:* capitalise 'The']

2.7.2   The Netherlands

Use 'the Netherlands', not 'Holland', to refer to the country. The 12 Dutch provinces are referred to in English as follows:

Drenthe, Flevoland, Friesland, Gelderland, Groningen, Limburg, North Brabant, North Holland, Overijssel, South Holland, Utrecht, Zeeland

Refer to Amsterdam's districts using their Dutch names. Include the English translation in brackets:

Amsterdam Oost (East), Amsterdam Zuidoost (South-east), Amsterdam Zuid (South), Amsterdam Nieuw-West (New West), Amsterdam Noord (North)

2.7.3   United Kingdom and United States

'British' refers to someone from Great Britain, 'English' refers to someone specifically from England:

United Kingdom: England, Wales, Scotland, Northern Ireland
Great Britain: England, Wales, Scotland

'American' refers to someone from the USA, 'America' refers to North, Central and South America. Use 'the United States' or 'the USA' to refer to the country.

2.7.4   Compass points

Do not capitalise compass points unless they form part of a proper name:

east, west, north, south
South Africa, Northern Ireland

Hyphenate compound compass points:

> north-eastern direction
> north-west Spain

Abbreviate compass points as capitals without full stops:

> NW France

2.8   LETTERS AND EMAILS

2.8.1   Salutations in letters

Use 'Yours faithfully,' if you <u>do not</u> know the name of the person to whom you are writing:

Dear Sir,
Dear Madam,
Dear Madam or Sir,   Use a comma after the salutations (Dear, Regards,)

……………………………
……………………………
……………………………
………………

Yours faithfully,   But no comma after your name.

WilliamWhite
President of the Board

Use 'Yours sincerely,' if you <u>do</u> know the name of the person to whom you are writing:

Dear Mr Smith,   Use '*Mrs*' only if you are sure the person you are
Dear Ms Smith,   writing to is married and/or appreciates this form of
                                address.
……………………………
……………………………
……………………………
………………

Yours sincerely,

WilliamWhite
President of the Board

Use 'Kind regards,' or one of the other options shown below, if you know the person well or have a more personal relationship with him or her:

Dear John,

…………………………
…………………………
…………………………
………………

Regards,
Kind regards,
Best wishes,

WilliamWhite
Application Manager
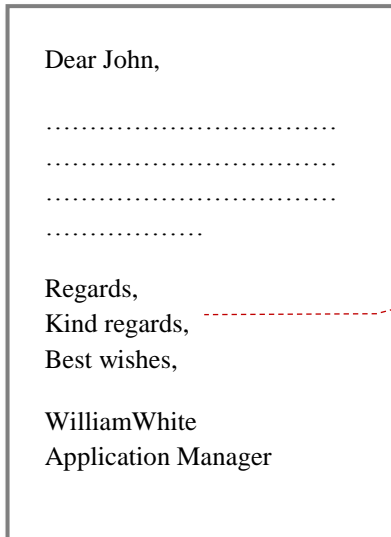
Use one of these options if you have a personal relationship with the person to whom you are writing.

2.8.2   Salutations in emails

Use one of the following salutations at the end of an email:

> Kind regards,
> Regards,

2.8.3   Bilingual texts

In an email where the Dutch text is followed by the English translation, begin the email with the following message:

> For English, see below   [*not:* For English see below]
>   [*not:* See below for English]

In a letter where the Dutch text on the front of the page is followed by the English translation on the back of the page, include the following message above the opening salutation in Dutch:

> For English, see reverse   [*not:* For English, please turn over]

2.8.4   Email or e-mail?

'Email' is both a noun and a verb in English. Always write 'email' without a hyphen, i.e. email [*not* e-mail].

> I will email the students tomorrow.
> He will send an email to all those concerned.

Tip

The words 'email' and 'mail' are not synonymous. In English, the word 'mail' (or 'post') is used for letters, while 'email' is used for electronic messaging:

> I will reply to you by email.
> He sent the letter by mail but it hasn't arrived yet.

2.9   PUNCTUATION

British and American English differ with respect to spelling and word choice but also in their use of punctuation. This section describes the punctuation conventions adopted by the UvA (in accordance with British style).

2.9.1   Apostrophes

Do not use an apostrophe with abbreviations in the plural:

> FAQs
> KPIs
> SMEs

Never use an apostrophe with plural nouns:

> photos   [*not* photo's]
> cameras   [*not* camera's]

Use an apostrophe with possessive forms:

> the student's answer
> the students' answers
> the women's restroom
> the countries' defence budgets

Tip

If a singular noun or name ends in *'s',* add *apostrophe s*:

> my bos<u>s's</u> office
> Pari<u>s's</u> 10 million inhabitants

2.9.2   Brackets

In a sentence, use round brackets for information that is relevant but not essential:

> These findings (and those of other researchers) demonstrate the importance of careful planning.

If a complete sentence is between round brackets ( ), put the full stop inside:

> (Applications can be sent directly to the course director.)

Use square brackets [ ] when adding clarification to a direct quote:

> 'Let them [the poor] eat cake.'

2.9.3   Colons

Use a lower case letter after a colon:

> Three main topics were discussed: grammar, vocabulary and punctuation.

Use a colon before a whole quoted sentence:

> The UvA is content with the new rankings: 'We have shown we can compete with the best universities in the world.'

Do not use a colon before a quotation that begins mid-sentence:

> The committee highlighted 'the need for a new approach to sustainability'.

Use a colon when the title of an exhibition, book or lecture is followed by a sub-title:

> (exhibition) *Home Truths: Photography, Motherhood and Identity*
> (book) *Behind the Scenes of the Universe: From the Higgs to Dark Matter*
> (lecture) *EU-US Relations after Snowden: Data, Democracy, Security*

Colons are also used to introduce lists:

> A student intern is needed to:
> - take measurements
> - input data
> - compile summary reports.

Punctuation in a list:
- introductory colon
- a lower case letter to start each item
- no punctuation after short items, a
   comma after slightly longer items
- a full stop at the end of the last item.

See also: 2.9.11 Semi-colons

2.9.4   Commas

Do not use a comma before 'and' or 'or' in a list of three or more items:

> The doctor suggested an aspirin, half a grapefruit and a bowl of chicken soup.

An additional comma may be inserted before the final 'and' (or 'or') if it helps clarify meaning:

> The guests had a choice between cereal, eggs and bacon, and hot porridge.

Use commas to enclose information that <u>is not</u> vital to the meaning of the sentence (a non-restrictive clause):

> Identical twins, who are always of the same sex, may develop quite differently.

Do not use commas if the information <u>is</u> vital to the sentence's meaning (a restrictive clause):

> Identical twins who are separated at birth may end up following similar career paths.

2.9.5   Dashes

Dashes (which are longer than hyphens) can be used instead of brackets:

> All institutions – and the UvA in particular – are eligible.

Try to limit their use to once per paragraph.

2.9.6   Exclamation marks

Exclamation marks are used very sparingly in English and often come across as exaggerated. If in doubt, avoid using them.

2.9.7   Hyphens

Many compound nouns that are written as one word in Dutch are written as two words in English:

> policy document
> team leader
> project manager
> health insurance

If two or more words are used to modify a noun (i.e. a compound adjective), they are usually hyphenated:

>long-term plans
>up-to-date information
>high-quality programme

Do not use a hyphen when the adverb ends in '*ly':*

>a highly competitive course

Use a hyphen to avoid confusion or mispronunciation, particularly where vowels or consonants are repeated:

>anti-intellectual
>co-occur
>semi-annual

Use a hyphen before a capitalised name or numeral:

>anti-American
>pre-1980s

Use a hyphen to separate figures in a range:

>15-20

Some words with prefixes are not hyphenated:

>coordinate
>cooperate
>extracurricular
>postgraduate
>undergraduate

Do not hyphenate the word 'email'.

Tip

In Dutch, compound nouns involving acronyms may be written with a hyphen. Do not use a hyphen in English:

Dutch	English
PDCA-cyclus	PDCA cycle
OR-agenda	Works Council (OR) agenda

2.9.8 Italics

Use italics to highlight foreign words or phrases used in an English text:

> *Hogescholen* are universities of applied science.

Do not use italics if a foreign word is so familiar that it has become anglicised:

> coup d'état
> bona fide

See also: 2.5 Foreign words and phrases

Italicise the names of newspapers and periodicals within a text:

> *The Economist* is available at the library.

2.9.9 Paragraphs (Dutch versus English)

An English paragraph is a group of closely related sentences that develops a central idea. In English texts, make sure to:

- Group related sentences into one paragraph.
- Avoid one-sentence paragraphs.
- Mark a new paragraph by starting it on a new, indented line or by leaving one blank line between paragraphs.

2.9.10 Quotation marks

Single quotation marks (' ') are used to enclose a quote:

> 'Voting behaviour has changed a great deal,' said Professor de Vreese.

Double quotation marks (" ") are used for a quote within a quote:

> 'We still have no idea,' Jansen states, 'what "red mercury" means.'

Single quotation marks are used (without italics) when referring to the title of an article or lecture within a text:

> The lecture 'Blood and Beyond' will be held on Friday, 4 April at Amsterdam Science Park.

See also: 2.10 References (citation of)

2.9.11 Semi-colons

Use a semi-colon to unite two independent clauses (i.e. sentences) that express closely related ideas:

> The authors agreed on a final text; however, the issue of copyright was not addressed.

Use semi-colons to separate long items in a series within a sentence:

> Students reflect on the 'Big Questions' in science and society, e.g. health and well-being; energy, climate and sustainability; life, evolution and the universe.

Use semi-colons in lists of complete statements or longer sentence fragments:

> The planning is as follows:
> 1. a draft report will be drawn up in March;
> 2. comments must be submitted by the end of April;
> 3. the final report will be sent out after the Board meeting in May.

Punctuation in a list:
- introductory colon
- a bullet, number or letter for each item
- a lower case letter to start each item
- a semi-colon at the end of each item
- a full stop at the end of the last item.

2.10 REFERENCES (CITATION OF)

Various systems can be used to reference works cited in a text. The most common forms of referencing are indicated below. Please note that scientific journals often have their own style guidelines.

2.10.1 Harvard system

This system is most common in the physical and social sciences, but is also used in the humanities.

> Stokey, R.W. (1974). 'Social Structures and Politics in the Yemen Arab Republic', *Middle East Journal,* 248-60.

> Murphy, P.L. (2003). 'Semantic Distance and the Verification of Semantic Relations', *Journal of Verbal Learning and Verbal Behaviour,* 431-35.

> Johnson, R. (2009). *Birds, Bees and Butterflies* (Garden Press, London).

Tip

Harvard format:
- author name
- (year of publication)
- 'title of the article'
- *journal or publication name*
- page numbers

2.10.2 More information on referencing

Butcher's Copy-editing (J. Butcher, C. Drake, M. Leach, Cambridge University Press, 4th ed., 2008)

The Chicago Manual of Style (The University of Chicago, 16th ed., 2010)

2.10.3 References to books and articles

Use italics for book and journal titles and single quotation marks for titles that are not whole publications (e.g. articles in periodicals, chapters in books, short poems or stories):

TYPE OF PUBLICATION	EXAMPLE
English-language article	'The cost of healthcare in Australia' was published in *The Lancet*.
English-language book	*Pride and Prejudice* was written by Jane Austen.
Dutch-language article*	'Gezondheid en geluk' was published in the *Nederlands Tijdschrift voor Geneeskunde*.
Dutch-language book not published in English*	Professor Fresco's book *Hamburgers in het Paradijs* (Hamburgers in Paradise) was published in 2012.
Dutch book published in English	*The Discovery of Heaven*, by Harry Mulisch, is his magnum opus.
Lecture	The lecture 'Blood and Beyond' will be held on 4 April 2014.

* *Note*: If possible, a translation of the title of Dutch books (but not of Dutch articles) is provided between brackets.

2.11 SPELLING (BRITISH VS AMERICAN)

As a European institution, the UvA uses British English spelling. For help with spelling, consult the *Oxford English Dictionary* (www.oed.com).

Note: The UvA's spelling conventions may sometimes differ from the *Oxford English Dictionary*, for example in the use of '*-s/z*' endings: organise (UvA), organize (OED). The UvA uses the '-s' spelling, in keeping with the European Commission's *English Style Guide*.

Tip

The default setting in MS Word is 'English (U.S.)'. Be sure to change this to 'English (U.K.)' so that British spelling will be used during spelling checks.

2.11.1 Names of organisations

Always adhere to the official spelling of a company or organisation name, even if American spelling is used:

> Academic Medical Center (AMC)
> University Sports Centre (USC)

2.11.2 Main spelling differences (British English / American English)

BRITISH	AMERICAN	BRITISH	AMERICAN
-ce	*-se*	*-our*	*-or*
defence	defense	honour	honor
pretence	pretense	labour	labor
practice (n.)	practice (n.)	colour	color
practise (v.)	practice (v.)		
-ll	*-l*	*-re*	*-er*
counsel / counsellor	counsel / counselor	centre	center
label / labelled	label / labeled	fibre	fiber
level / levelled	level / leveled	metre	meter
travel / traveller	travel/ traveler	theatre	theater
-ogue	*-og*	*-s*	*-z*
analogue	analog	analyse	analyze
catalogue	catalog	organise	organize
dialogue	dialog	summarise	summarize
-ae/-oe	*-e*	*-t*	*-ed*
anaesthetic	anesthetic	burnt	burned
oenology	enology	learnt	learned

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APPENDICES

APPENDIX 1: WORD LIST

Below is a list of commonly used words and abbreviations and the convention adopted by the UvA for each. In addition to differences between British and American spelling, there are also many differences in British and American vocabulary. Use the British option wherever possible.

adj. = adjective   n. = noun   v. = verb   sing. = singular   pl. = plural

A

accommodate, accommodation	2 cc's, 2 mm's
acknowledgement	*not* acknowledgment
address	2 dd's, 2 ss's
advertise, advertisement	*not* advertisment
advice (n.), advise (v.)	
adviser	*not* advisor
alumna (female), alumnus (male)	
alumni (pl.)	
am	*not* a.m.
among	*not* amongst
anaesthetic	*not* anesthetic
analogue	*not* analog
analyse (v.)	
analysis (sing.), analyses (pl.)	
any more	
anything	
anywhere	
appendix (sing.), appendices (pl.)	
artefact	*not* artifact

B

BA (Bachelor of Arts)	
Bachelor's degree	
behaviour	*not* behavior
benefited, benefiting	1 f, 1 t
biannual	i.e. twice a year; no hyphen
biennial	i.e. every two years; no hyphen
billion (sing.), billions (pl.)	*do not* abbreviate
bimonthly	i.e. every two months; no hyphen
BSc (Bachelor of Science)	

C

c.	abbreviation for *circa*; *note*: italics
cannot	*not* can not
catalogue	*not* catalog
centre	unless official name uses US spelling
colour	*not* color
committee	*not* commission
co-occur	with hyphen
cooperate	no hyphen
coordinate	no hyphen
correspondence	*not* correspondance
counsellor	*not* counselor

D

database	one word
decision-making	with hyphen
defence	e.g. PhD defence ceremony
dependant (n.), dependent (adj.)	
device (n.), devise (v.)	
disc	*except*: computer disk
doctoraal	*note*: a now-defunct Dutch university degree
doctoral	e.g. a doctoral or PhD student

E

ECTS	*not* EC
e.g.	'for example'
email	*not* e-mail
embarrass	2 rr's, 2 ss's
enrol, enrolled, enrolment	*not* enroll
etc.	
euro (sing.), euros (pl.), €	*not* EUR, Eur, eur
excluding, excl.	
extracurricular	*not* extra-curricular

F

FAQs	*not* FAQ's or FAQ
focused, focusing	*not* focussed
fulfil, fulfilled, fulfilment	*not* fullfilled

G

gram, g	

H

HBO	*not* hbo
healthcare	*not* health care

health insurance	
homogeneous	i.e. of the same kind
homogenous	i.e. having a common descent (biology term)
honour	*not* honor

I

i.e.	'in other words'
including, incl.	
ing.	Dutch HBO graduate in engineering
install, installed, instalment	
interdisciplinary	*not* inter-disciplinary
internet	*not* Internet
ir.	Dutch university graduate in engineering

J

judgement	*not* judgment

K

kilogram, kg	*not* kilogramme
kilometre, km	*not* kilometer

L

labour	*not* labor
learnt	*not* learned
licence (n.), license (v.)	
LLB (Bachelor of Laws)	
LLM (Master of Laws)	
long-term (adj.)	e.g. a long-term strategy
long term (n.)	e.g. develop a plan for the long term

M

MA (Master of Arts)	
Master's degree	
Mr	no full stop
Mrs	no full stop
MSc (Master of Science)	
Ms	no full stop
metre, metres, m	*not* meter
million, millions	*do not* abbreviate
modelled, modelling	*not* modeled
multidisciplinary	*not* multi-disciplinary

N

n/a	i.e. not applicable
NB	abbreviation for *nota bene*

O

offence (n.)	*not* offense
organisation, organise	*not* organization, organize

P

page, p.	
pages, p.p.	
PC	abbreviation for 'personal computer'
PDF	e.g. PDF file
per cent	*not* percent
percentage	
PhD	formal abbreviation for 'Doctor of Philosophy'
pm	*not* p.m.
PO Box	*not* Postbus
policy document	
policymaking	*not* policy-making
possess	2 x 2 ss's
postcode	*not* postal code; *not* post code
postgraduate	*not* post-graduate
practice (n.), practise (v.)	
programme	*not* program; *except* computer program
project manager	*not* projectmanager

R

recommend	1 c, 2 mm's

S

semi-annual	i.e. two times per year
semi-monthly	i.e. two times per month
specialisation	e.g. specialisation in particle physics; *not*
specialty	a special subject of study, e.g. a medical specialty; *not* speciality
success, successful	2 cc's, 2 ss's

T

team leader	*not* teamleader
The Hague	
the Netherlands	*note* use upper case 'T' in an address only

U

undergraduate	*not* under-graduate
URL	*not* url
usage	*not* useage
UvA, University of Amsterdam	
UvAdata	*not* UvA Data

APPENDIX 2:   COMMON PITFALLS

adj. = adjective   adv. = adverb   n. = noun   v. = verb

advice / advise
   advice (n.): *advies*
   to advise (v.): *advies geven, adviseren*

Note: 'advice' is uncountable. You can give 'a piece of advice' but not 'an advice'.

affect / effect
   affect (n.): observable expression of emotion (e.g. 'facial affect varies across cultures')
   effect (n.): result (e.g. 'the net result'*)*
   to affect (v.): to have an effect upon
   to effect (v.): to make something happen

choose / chose
   to choose (v.): e.g. 'I'm finding it difficult to choose a restaurant'

Note: 'chose' is the past tense of 'choose' (e.g. 'Yesterday I chose a restaurant I didn't like.')

cite / site
   to cite (v.): *citeren*
   site (n.): *plaats*

extend / extent
   to extend (v.): *uitbreiden*
   extent (n.): *omvang*

farther / further
   farther (adv.): use when referring to physical distances (e.g. 'walk farther')
   further (adv.): use when suggesting 'moreover' or 'additionally' (e.g. 'I lost a further ten pounds')

its / it's
   its (possessive pronoun): e.g. 'the experiment has run its course'
   it's (contraction*)*: e.g. 'it's unclear what the results will be'

lose / loose
   to lose (v.): *verliezen*
   loose (adj.): *los*

onto / on to
onto (preposition): e.g. 'jump onto the platform'
on to (phrasal verb 'move on' + preposition): e.g. 'move on to the next section'

principal / principle
principal (n.) = person in charge (e.g. 'the high school principal')
principal (adj.) = most important (e.g. 'the principal investigator')
principle (n.) = a fundamental truth (e.g. 'the principle of human rights')

stationary / stationery
stationary (adj.) = *stilstaand*
stationery (n.) = *briefpapier*

APPENDIX 3: FURTHER REFERENCE

UvA-Vertaallijst / UvA Translation List

UvA Intranet (for staff): A-Z list > Translation (*Vertalen*)
UvA Extranet (for external users): A-Z list > English language communication (*Engelstalige communicatie*)

An invaluable list of standard terminology used at the University of Amsterdam. Use the drop-down box to the right of the search box to view specific terminology sub-lists (Colleges, Faculties, Job titles, etc.).

UvA English Web Writing Guidelines

UvA Intranet (for staff): A-Z list > Editorial desk (*Webredactie*)
(accessible to UvA staff members only)

This document provides guidance on writing for the web, including usability, planning and structuring content. It is a supplement to the UvA web guidelines in Dutch: *Redactiestatuut UvAweb*, *Stijlgids UvAweb.*

Nuffic Glossary

http://www.nuffic.nl/en/expertise/nuffic-glossary

The Nuffic Glossary is a list of terms used in Dutch higher education. An explanation and/or a translation is provided for each term.

European Commission English Style Guide

http://ec.europa.eu/translation/english/guidelines/documents/styleguide_english_dgt_en.pdf

The European Commission's *English Style Guide* has served as the basis for the *UvA English Style Guide*. It is longer and more comprehensive than the *UvA English Style Guide*, so refer to it for subjects not covered here. At times the UvA has adopted different conventions than the EC; in that case, follow the UvA convention.

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