



# BRITISH HOROLOGICAL INSTITUTE

## Style guide for The Horological Journal

Articles in the *HJ* are written in a specific style. For example, when referring to *The Horological Journal*, we capitalise the T in *The* and italicise the three words that make up *The Horological Journal*. When we abbreviate the title, we do so as *HJ* or the *HJ* – not capitalising the, but we keep the use of italics in *HJ*.

When you have a question and this style guide does not answer it, you may find help in the *The New Shorter Oxford English Dictionary* or the online *Oxford English Dictionary*. For spelling of horological words and phrases, see Britten's *Watch and Clock Maker's Handbook, Dictionary and Guide* (1982), De Carle's *Watch and Clock Encyclopedia* (1988), and Berner's *Dictionnaire Professionnel Illustré De L'horlogerie* (1961) [also available online], in that order.

For questions about where and how to submit your contribution, the preparation of the text, references such as endnotes and bibliography, and illustrations such as photos, drawings, graphs and other illustrations – in the *HJ* we call them all figures, see *Instructions for contributors to The Horological Journal* ([bhi.co.uk](http://bhi.co.uk)).

### Numbers and measurements

Day Date Month Year

Monday 21 April 1964

1975–1976 (n rule)

2½"

10mm

0.6mm

5cm

0.5cm

12ft

£1.3m

20°C

8 micro

90 degrees

3 lbs

## Often used words

### A

anti-reflective  
autumn (unless BHI Autumn Show)  
arbor  
after-sales  
anti-clockwise

### B

branch members (Ipswich Branch)  
Board of Longitude  
Book titles in italics *The Importance of Being*  
bench-peg  
brass-dial  
back-plate

### C

Covers – front and rear  
c.1971 (in narrative ‘circa nineteenth century’)  
14th c. (fourteenth century)  
cal. 3265  
ct. (22 caret gold)  
cut-off  
chisel-shaped  
cross-sectional  
cross-branded  
centre-seconds  
centre punch  
co-axial  
close-up  
counter-intuitive

### D

damascening  
Dates 1975–1976 (n rule)  
45°C (forty five degrees)  
degrees of angle d. deg.  
degrees of temperature 40°C  
degrees of latitude/longitude Lat. Long.

dual-time  
dead-beat

## E

eight-day  
elipsis... (space)  
e.g.,  
escape wheel

## F

Figure 1 (in all cases, not photo, table, picture) No punctuation if stand alone but  
Figure 29. The finished pallets.

French sayings in italics e.g., *raison d'être*

free-sprung  
12ft  
fourth wheel  
four glass  
family-owned  
first-class

## G

Gimbal  
gyro-directional  
great wheel  
going-barrel

## H

*The Horological Journal* (italics)

the *HJ*, *HJ*  
*HJ*, March 2014  
HonFBHI (no space)  
hand-shaped

## I

Initials Mr J. J. Koullapis (in text not references)

In references and notes

i.e.  
in situ

J

*Journal* (italics)

K

L

Lieutenant

Loctite

Lists

Indent - short list, a sentence or less should be bulleted

Longer list can be numbered 1. 2. 3. 4.

low-tech

longcase clock

long-term

long-lost

long-serving

M

MOD

Measurements

30mm

60cm

60ft

60in.

60dia.

sq. inch

265grammes

6ft 4inch.

0.8mm

Makers

‘William Knottesford Londini’ c.1680

main-plate

micro-skills

much-needed

N

Hermle no. 33

National Maritime Museum

Mervyn K Hobden

non-running  
non-original  
north-easterly

Notes: Endnotes marked by superscript in text 1, 2, 3, 4

## O

o.d  
o.dx  
over-oiling  
over-compensate  
one-offs  
Obituaries (Name, 22 July 1930–4 October 2014)  
Once-in-a-lifetime

## P

part-time  
proofreader  
pre and post nominals accepted whether horologically related or not  
Mr P. D. Ling  
Press-fit

## Punctuation

Punctuation should generally be put outside quotation marks.

A comma should appear before the final ‘and’/‘or’ in a list of three or more items (e.g. truth, grace, and beauty).

Use single quotation marks. Only use double quotation marks within single quotation marks, for example "This is the "best" way.’

Names with es endings do not take an ‘s, for example Sophocles’ plays.

The plural of 1960 is 1960s, not 1960’s.

## Q

### Quotes

‘speech marks’ (see Punctuation)

## R

### Riveting

ref.

recognise

rough-sawn

References: see *Instructions for contributors to The Horological Journal* (<website address>).

## S

scrapbox  
summer (Summer Show)  
spring (Spring Forward)  
set-up  
Speech marks (see Punctuation)  
Spot-welded  
soft-soldered  
St. George's  
swiss-trained  
self-winds  
satin-finished  
stone-by-stone

## T

two-digit  
trial-and-error  
thirty-hour  
two-train  
ten-inch  
two-dimensional  
thought-provoking  
two-man  
two-train

## U

## V

vee-groove  
v-shaped  
v-block  
vee-notch

## W

water-resistant  
web address  
wooden-wheel

## X

x-ray

Y

YouTube

Z

S or Z:

organisation (not z)

capitalisation

Last updated: 8 September 2015