KBFS House Style

Why have a house style?

A house style is used to deal with questions about spelling, usage, and presentation that arise in writing and editing. As a house style offers a set of decisions on common questions, it saves a lot of time during the editing process and helps to ensure that language and presentation are consistent. The house style used for the KBFS follows the 17th Edition of the Chicago Manual of Style, the leading style reference for books. Spelling and hyphenation for each article in this 4th edition of the KBFS will follow the native English style of each contributor.

Style guidelines

Language
Use your native form of English in your manuscript, including your native spelling and punctuation styles.

File type
Please submit work in Microsoft Word format. If this is not possible, please ensure that whatever file is submitted can be converted to Word with formatting as per guidelines, including the endnotes as superscript.

Margins
Margins should be set at 1 inch (2.5cm) left, right, top, and bottom.

Line spacing
Use single spacing, not double spacing. Use only one space between the end of a sentence and the beginning of another. There is also no need to justify paragraphs or to indent the beginning of each paragraph.

Font
Times New Roman is the preferred font, with text in 12 pt. Use capitals for the first letters of the main heading, i.e. title of paper. Use capitals for the first word only of sub-headings.

Headings
Please ensure that headings are identified using the style command. The following styles should be used:
- Heading level 1 should be bold 14pt.
- Heading level 2 should be bold 12pt.
- Heading level 3 should be italic 12pt.

Introduction or subtitle of paper
“Introduction” or a specific subtitle is preferred. Where lacking, please insert one of these.
Integral spelling, acronyms and capitals
See separate sheet, “AQAL Lexicon.”

Tone
In the 2020 edition of the KBFS we are looking for a reader-friendly, less academic tone than in past editions.

Use of “we” and “our” are acceptable (as in “the tenor of our times” or “the global challenges we face.”)
Paragraph length is decided by ideas and themes. One-sentence paragraphs are generally to be avoided. Several short paragraphs can often be joined, if this improves flow. As a rule of thumb, try to keep paragraphs to between five and ten lines (regardless of number of sentences). Very long paragraphs may need to be split up.

Terminology
Use the phrase Futures Studies as uniformly as possible in lieu of other variants (strategic foresight, foresight studies, etc.). Capitalize Futures Studies; do not capitalize any variants. Foresight may be used freely as a standalone noun or adjective when it fits the need (e.g., “The benefits of foresight for organizations cannot be overstated.”).

Capitals
Use initial capitals for proper names, but otherwise employ as sparingly as possible. When in doubt, use lowercase.

Capitalize official titles when they precede the name of the officeholder but not otherwise (President McKinley; the president).

Futures Studies is always capitalized in the KBFS.

Capitalize formal foresight methodologies such as Causal Layered Analysis, Three Horizons, Futures Wheel, or Spiral Dynamics. Spiral Dynamics tier colors are also capitalized (e.g., Red, Green).

Do not capitalize informal methodologies such as deep dive or visioning.

Abbreviations
Abbreviated terms that might be unfamiliar to readers should be spelled out the first time they are used. Place the abbreviated form in parentheses immediately after the first (spelled-out) mention: UN High Commissioner for Refugees (UNHCR). The abbreviation should then be used for all subsequent mentions.

UK, UN, US, UAE, USSR and GDR may be rendered as initials without internal periods. This is true whether they are adjectives or nouns; thus, both “US involvement in China” and “Chinese involvement in the US” are correct.

For US states, use the two-letter postal code: AZ, CA, KY, etc.
Italics, underline, bold
Underline only if reproducing a specific device in a quotation. Italics can be used to mark emphasis, but should be used sparingly. Bold should not be used, as it is generally better for the words themselves to express emphasis, rather than to resort to an altered text device.

Italics are used for the titles of books, periodicals, plays, and broadcast content (movies, television shows, radio programs, and podcasts). Italics are not used for the titles of chapters, articles, essays, lectures, and poems; for these, use quotation marks and normal font.

These title styles should be followed both in the main text and in the citations.

Numbers
- Within the text, numbers less than one hundred should be spelled out in full (seven, fifty-five, eighty-four).
- Use figures for numbers more than one hundred (7,160), except for round numbers (seven thousand).
- When a number begins a sentence, it is always spelled out.
- When multiple numbers occur within a paragraph or series of paragraphs, words and figures are not to be mixed (96–107, not ninety-six to 107). The rule of thumb is to maintain consistency in the immediate context.
- Use figures for a succession of numbers (24 books, 7 articles, 110 pamphlets).
- Millions are printed as figures (9,419,943) but as words when given as round numbers (nine million).
- Insert a comma in numbers of more than three figures (1,912) except in dates (1972).
- Percentage as fifteen percent, not 15%. Percent should be one word, not two.
- 2.5 not two point five.
- Page number spans should use the fewest possible digits, e.g., 231–9 not 231–239.

Quotations
Short quotations (up to two sentences) are embedded in the text, enclosed in quotation marks. Longer quotations (more than two sentences) are set off in a separate paragraph, indented 0.5” on the left side only, with no quotations marks around them.

Do not apply quotation marks to words or short phrases that are in common usage.

Lists
As lists are a design feature, rather than a grammatically bound entity, numbered or bulleted lists are immune from most of the ordinary conventions of punctuation; thus they do not require commas or semi-colons after each line. Items in a list should all be either (a) sentences ending in a period or (b) phrases with no period; consistency within the list is the key. The main requirement of a vertical list is that its use of verbs should remain consistent with any introductory phrase at the top. The introductory phrase may be as simple as “For example;” but should always end with a colon. The only other requirement is that lists are formatted consistently throughout your document. Generally capitals are to be avoided in lists.
Prohibited words
Ongoing should be replaced by continuing. Done should be replaced by finished.

Endnotes
This edition of the KBFS will use simple endnotes, with no separate bibliography. Endnote numbers will be embedded in the text as hyperlinks, leading to citations at the end of your manuscript.

To create your endnotes, please use Microsoft Word’s endnote feature:
Click on References at top of screen, then click Insert Endnote. In the pop-up window, do two things: First, check Endnotes (not Footnotes). Second, next to Number format, select 1,2,3….

You may insert an endnote at any point in a sentence. If an endnote appears at the end of a sentence, please place it to the right of the punctuation. Where several endnote numbers occur in one sentence, place all at end of sentence. For example: “They also have the capacity to see farther into the unknown.”¹ Here, “¹” is a hyperlinked number that leads to an endnote created with Word’s endnote function.

Subsequent endnotes
For any given source, the first reference to it should contain all citation information for that source. Subsequent endnotes for that source should use only the author's name, year, and page number. If more than one source by the same author in the same year is cited, use suitable short titles, including key words from the title of the book, chapter/article, or thesis. For example:

If only one source by the author from a single year is used:
² Mumford, L. (1964). 9–12 [subsequent references]

If multiple sources in same year:

Full citations should employ the following form:
−author’s surname, initial
−year of publication enclosed in parentheses (if more than one by the same author in a year use 1999a, 1999b, etc. to distinguish)
−title of work (in italics if a book; in quotation marks and normal text if a journal article)
−title of journal (if applicable) in italics; name of collection editor and title of collection, if applicable
−volume number or number of volumes, if applicable
−edition, if applicable
−editor, reviser, compiler, or translator, if other than the author
−place of publication
−publisher
Examples of full citations follow for each type of citation (book, journal article, etc.). Note that the spelling of titles stays as per the original.

**Books**

**Articles in journals/chapters in books**


Note: Use title capitalization for book or journal titles and subtitles, but sentence capitalization (only the first word capitalized) for article titles.

**Unpublished material**
Unpublished material should be presented in the manner described for articles in journals and periodicals. The title should be presented in the same manner, but without quotation marks. Citations should be provided with a view to guiding the reader as efficiently as possible. For archival material, cite the document first, followed by the name of the collection and the file number, then the name and location of the archive.

**Theses**
A thesis citation should contain author’s surname, initial, date of completion, title of thesis in quotation marks and with sentence capitalization, type of thesis, university, page number(s) if applicable, URL if applicable.


**Electronic material**
To cite a website, use the following format:
– title of the specific page within the site, if applicable
– title or description of the site as a whole
– owner or sponsor of the site
– site date (the date the site was created or last revised; use copyright date or revision date at bottom of home page if available)
– URL

For example:

The term website may be added in parentheses after the title of the site if the nature of the source would otherwise be unclear. The date the site was accessed is no longer considered necessary in website citations.

When a printed source was taken from the internet (for instance, as a PDF or Slideshare), the citation should follow the form of a journal publication. For example: