

Regency Society Style

The objective of a style guide is partly to ensure optimal clarity of expression, partly to ensure consistency by recording standard formulations, spellings and other precedents. Its purpose is to promote and encourage high standards of writing and is, therefore, prescriptive to a degree. Other style guides are available but this is ours. It will evolve over time and is always open to suggestions for additions, amendment and refinement.

For standard spellings consult a dictionary.

COMPENDIUM OF STYLE POINTS

Cross-referenced terms are shown in [blue](#).

A

abbreviations are truncated words, contractions words with intermediate letters omitted. Abbreviations were conventionally followed by a full point (min., sec., Corp.), contractions not (Mr, Dr, Ltd, ft, hr, mins). However, the rule is now rarely observed and full points are usually omitted even after abbreviations. The reader will identify a full stop as the end of a sentence and be momentarily disconcerted if it isn't.

- Use abbreviations sparingly, especially when there is room to use the full word (ie, avoid St for Street, Corp for Corporation).
- Only the most instantly recognisable abbreviations should be used without the term being given in full in the first instance.

abbreviations of names of organisations are normally rendered in clustered capitals without full points (eg, BHCC, ESCC, RS). The first occurrence of even a regularly abbreviated name should normally be spelled out in full. (cf, style for [acronyms](#) and [initials](#).)

accents. See [diacritical marks](#).

acronyms, unlike [initials](#), are not normally rendered in capitals, especially when the letters are not the initials of the full name—eg, Nynex, Unesco—and especially when the acronym can be pronounced as a word, eg: Unesco, Oracle, Nynex. cf, style for [abbreviations](#). Even an organisation's own preference should be overridden in such cases (see [company names](#)).

addresses are in the form *7 Albany Villas*, with no comma after the numeral. If referring to a number only use *No 3* or *Nos 8-12*.

apostrophes are not needed to form plurals of abbreviations, nor in other multiples, such as 1990s.

- Apostrophes are included in street names when historically appropriate: *Boyce's Street, King's Road*, etc (see individual references).
- Apostrophes are included in the names of saintly [churches](#): *St Bartholomew's, St Luke's, St Peter's*.

See also [inverted commas](#).

Avenue. Do not abbreviate to Ave.

B

Bartholomews, the area adjacent to Brighton Town Hall, but **St Bartholomew's**.

Benett Drive. This is from Vere Fane Benett, who married Ellen Stanford, the heiress of Preston Manor.

billion. bn is used after numerals (cf, [millions](#)).

Bodle's Court.

Bond Street Lane, despite the street sign.

Boyce's Street.

brackets. See [parentheses](#).

brand names should neither be enclosed in quotation marks nor italicised.

Brightelmston was officially replaced by **Brighton** by the Town Commissioners in 1810.

Bunker's Hill.

C

capital letters. Normally confined to the first letter of sentences and proper nouns, and to appropriate abbreviations. See [company names](#) and specific examples herein.

Chates Farm Court has no apostrophe, although it comes from Chate's Farm, the farm of the Chate family, which was adjacent.

children, not kids.

churches named for saints can be referred to as the Church of St Nicholas of Myra or St Nicholas's Church. In some circumstances, an abbreviated form can be used, in particular to distinguish between churches of the same name, eg: St Luke's Prestonville and St Luke's Queen's Park.

circa is abbreviated to *c* and immediately precedes the date with no space and no full stop.

circumstances stand around something (*circum*, Latin), so the something must be *in* them and not *under* them, so 'in the circumstances'.

Claremont Place/Street were to the east and parallel with Ivory Place.

Clermont Road/Terrace are close to Preston Park station.

Coalbrook Road was at the entrance to Kemp Town railway station.

Colebrook Road is in Withdean, to the north of Tongdean Lane, a family name of Elizabeth Caroline Colebrook Gordon Cameron, who married Eldred Curwen, future head of the family that owned the Withdean estate.

collective nouns are almost invariably singular, despite the prevailing tendency to weaken this useful practice. It follows that relative pronouns should also be singular. Only if the elements of the group are acting discretely should plural verb forms be used:

The Society has decided to allow women members.

The BBC is always making this mistake.

The government is planning to tax rainfall.

but where individuals forming a group are involved the verb may be plural:

The team are going back to their homes.

Is it not self-evidently wrong to write: *The Regency Society are meeting on Wednesday?*

- This also applies to [company names](#).

colonnade.

company names and **trade names.** These should follow the company's own style in most cases, unless it is perverse. The principle is to present names in a way that does not require the reader to stop and decode.

- Company names are not spelt all in capitals, even if that is the company's own style, unless there is justifiable cause to do so, which normally means it must be an [abbreviation](#) and not just an [acronym](#).
- Identifiers of corporate status (Ltd, LLP, PLC, etc) are not used, unless essential for clarity.

company, the. See [referent](#).

compared to is used to show similarities; **compared with** shows differences. The difference is simple:

- compare with = contrast to show differences ('Compared with last year, the weather has been awful.')
- compare to = juxtapose to show similarities ('Shall I compare thee to a summer's day?').

compass points (north, south, east, west) do not have initial capitals.

complementary means accompanying and **complimentary** means sending greetings.

comprise does not take a preposition, **compose** and **consist** do. This style guide comprises much good advice, is composed of well-chosen words and consists of numbered sections.

computer-generated (hyphenated).

contraction. See [abbreviation](#). (Unless you're in labour, in which case see the midwife.)

corporate bodies are singular. (See [collective nouns](#).)

Corporation is spelt out, not abbreviated to Corp.

cross-references avoid repetition of previously reported information.

currencies. When appropriate, values are reported in billions, millions or units, thus: £23.4bn, £100,000m, £10,000. Do not use k for thousands.

- Smaller sums are standardised to two decimal places: £4.22. Sums below £1.00 may be rendered in this form if stylistically appropriate to match other sums in the same item. Otherwise pence sterling are always expressed with p. Never use both £ and p, as £2.50p.
- Numerals are used for all currency (ie, never spelled out in words).

D

D'Aubigny Road.

dashes. See [parentheses](#).

database is one word (even though it is two words in the OED and other dictionaries).

dates are kept as simple as possible and are presented thus: 17 January 2009, in the best British tradition of day-month-year, rather than the illogical American construction, which leads to 9/11ism.

- Pairs of dates are elided by hyphenation, eg, 7-12 October or 29 October-6 November. Pairs of years are elided by using the last two digits, eg, 1982-85, unless involving more than one century, eg, 1996-2004.

- A single non-calendar (eg, fiscal) year comprising parts of two calendar years is expressed: 1985/86. A dash can thus be used to show a series of such years: 1981/82—1986/87.

The formula is thus 'in 1939-45' or 'from 1939 to 1945' or '**between** 1939 and 1945', never 'between 1939-45' or 'from 1939-45' unless specifically required by the sense: eg, 'from 1939-45 came few photographs'.

Davigdor Road but the family name was D'Avigdor-Goldsmid.

-dean and **-dene**. The latter is ironically mainly confined to the Withdean area.

- Bevendean, Coldean, Dean Court Road (Rottingdean), Hollingdean, Horsedean, Ovingdean, Roedean, Rottingdean, Saltdean, Varndean, Withdean, Woodingdean.
- Dene Court Avenue (now Withdean Court Avenue), Dene Vale, The Deneway, Westdene

decades can be identified thus: 1980s, with no apostrophe.

dependant means hanging from, depending on another for support (like children).

dependent means contingent, subordinate, subject, or unable to do without something; Independent means not subordinate.

Devil's Dyke.

different from not to.

diacritical marks (foreign accents, etc) are included, typesetting permitting, partly because non-English readers can reasonably expect their languages and orthography to be respected, partly because some words can be confusing without, partly because the aim is to be thorough and accurate in all things.

- In more recent versions of Word, an accented character can be selected by holding down the key and selecting one of the numbered versions in a pop-up window. Word will automatically add accents in words like café, façade, naïve.
- In older versions of Word, accented characters can be created as follows (on a Mac use Alt instead of Ctrl, but not all these work):

à, è, ì, ò, ù, À, È, Ì, Ò, Ù	Ctrl+` (grave accent), <i>the letter</i>
á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý	Ctrl+' (apostrophe), <i>the letter</i>
â, ê, î, ô, û, Â, Ê, Î, Ô, Û	Ctrl+shift+^ (caret), <i>the letter</i>
ã, ñ, õ, Ã, Ñ, Õ	Ctrl+shift+~ (tilde), <i>the letter</i>
ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ì, Ö, Ü, ÿ	Ctrl+shift+: (colon), <i>the letter</i>
å, Å	Ctrl+shift+@, a or A
æ, Æ	Ctrl+shift+&, a or A
œ, Œ	Ctrl+shift+&, o or O
ç, Ç	Ctrl+, (comma), c or C
ð, Ð	Ctrl+' (apostrophe), d or D
ø, Ø	Ctrl+/, o or O
ı	Alt+Ctrl+shift+?
ı	Alt+Ctrl+shift+!
ß	Ctrl+shift+&, s

digitisation, not digitalisation.

discreet means with discretion

discrete means separate.

due to should not be used when meaning 'because of' but is appropriate when meaning 'caused by'. *This observation about the phrase is due to its being clumsy when used due to sloppiness* illustrates the correct and incorrect usages respectively.

Duke's Mound.

Dukes Lane.

E

east. See [compass points](#).

Eire is Irish for Ireland, just as Deutschland is German for Germany and Suomi is Finnish for Finland. We use the English version.

expatriate is someone who lives abroad; an expatriot is presumably someone who no longer supports his country.

expect carries an implication of likelihood; **anticipate** suggests only a possibility. The Anglo-Saxon equivalent of **predict** is foretell, while that of anticipate is foresee; **forecast** means to throw before (pearls, swine?) and so is virtually synonymous with predict.

F

fewer is used where items referred to can be identified individually. It is often erroneously replaced by **less**, which is used for measurable quantities. Fewer hairs, less hair. *The fewer words used, the less space they take up.* This is not just pedantry. No one will complain if you use fewer correctly but some will object if you use less in its place.

first, second, third and not firstly, secondly, thirdly.

focused and **focusing** have a single s.

football is the name of the game which only Americans need to call soccer, to distinguish it from a silly game everyone else calls American football. We invented the game so we call it by our name: football. (And it turns out we invented baseball, too!)

forecast. See [expect](#).

foreign place names are normally used in anglicised versions—eg, Cologne, Milan, Florence, Turin, Venice—where the English usage is long established. However, Marseille is now more acceptable than Marseilles.

formally means properly or ceremoniously.

formerly relates to things that happened before.

full stops are used sparingly and never after such abbreviations as Mr or Mrs nor after initials in names (eg, J S Gray). See also [abbreviations](#) and [parentheses](#).

G

Gardner Street.

Gerrard's Court. This was the spelling in directories from 1846 until at least 1969.

H

Harvey is the Lewes brewery.

Hervey is the family name of the Marquesses of Bristol.

however, when used as a sentence connector, needs to be followed by a comma, otherwise it becomes an adverb. However, you can avoid the error easily, however often you use the word.

hyphens, as punctuation, are used in compounds where sense and clarity require them, otherwise not.

- Some examples: reusable, microsecond, millimetre, transnational, multiplex, multi-role, anti-American, transatlantic, mini-series (not miniseries, the apparently miserable version in *Variety*), today (not to-day), no one (not no-one), post-production, fine-tooth comb (not fine tooth-comb: have you combed your teeth today?) See throughout this guide for specific precedents.
- In some cases, use of hyphens is mandatory: all-American heroes, 200-odd members, single-sex school. (Consider the meanings without hyphens . . .) In others, hyphens avoid unpleasant or unfortunate effects: preempt, coworker, deice and cooperate would be clearer with hyphens.
- Hyphens can be used to create adjectival compounds, eg: British-made, Russian-built, US-sponsored (compare US-sponsored production with US sponsored production), Anglo-American, 90-year-old.
- Hyphens are not necessary where adverbs qualify adjectives, as in 'closely observed trends', 'recently negotiated contracts' or 'infinitely tedious examples'.
- For compactness of expression, hanging hyphens are allowed: eg, hard- and software, although the writer's own sense of style should be a guide to necessity or suitability.

I

initial capitals are used, of course, for all proper nouns. They are *not* use for

- job terms (eg: managing director, prime minister, borough surveyor; unless an official title, as President Donald J Trump),
- seasons of the year,
- ideas and concepts (eg, brutalism, rococo, structuralism),
- points of the compass if only descriptive (eg, southern England, north of Scotland; but Western Samoa, North America, Eastern bloc, Western society).

internet does not have an initial capital.

inverted commas are not used around the names of houses, hotels, businesses, etc See also [quotation marks](#).

-ise is normally used in preference to **-ize**, which is a more American usage, as the default settings in Word and its dictionary prove. Memorise this rule.

J

James Gray Collection. See Appendix.

K

Kent's Court.

King's Esplanade, King's Gardens, King's Road.

King's Cliff, the alternative name of [part of] Marine Parade from 1908, hence King's Cliff Cinema (later the Continentale) but **Kingscliffe** Society.

L

Laine was the local name for an area of agricultural land. It persists in some place names and is singular in North Laine. The street sign for Bond Street Lane is incorrectly spelled.

The Lanes is the quaint area in the Old Town.

Lansdowne Place/Road/Street.

last, in a sequence of things or events, implies finality. May there never be an occasion to mention the last Regency Society lecture. 'Last month' or 'next year' can be confusing; always use a finite date whenever possible. When referring to the foregoing period, use 'The past month/year', etc.

less. See **fewer**.

likely as an adverb is not an exact synonym of probably. *The deal likely means a change of direction* should use probably instead. However, it is acceptable to write *The deal is likely to mean a change of direction*, or *The deal very likely means a change of direction*, or *The deal means a change of direction is likely*.

loose means not firmly attached.

lose means to have no longer. Lose the second 'o' unless your object is loose.

Lover's Walk.

M

Marshall's Row.

Michelham is a local manor.

Mighell Street.

Millers Road.

millions are expressed by using m: eg, 21m for 21,000,000 or 21 million. Up to two decimal places are normal, rounded appropriately, eg, 21.34m. There is no full point after m except at the end of sentences. When eliding such numbers do not omit the m from the first number, eg: 1.23m-4.56m. (See also [billions](#).)

misspelt is often misspelt, as are other words in which the mis- prefix is added to a root starting with s.

money is expressed in currency units by the use of symbols: £, \$, €, etc, without full points, normally preceding the amount in arabic numerals.

Moulsecoomb.

N

Nevill Avenue. Nevill was the family name of the Marquesses of Abergavenny. But Charles Neville was the founding developer of Saltdean.

north. See [compass points](#).

North Laine.

north-east or **north-west** (with hyphen) has an initial capital if it is part of the name of a region (eg, North-west England)

numerals. Spell out single-digit numbers (up to and including nine), use numerals from 10 upwards, although 'seven to nine' can be rendered as 7-9.

- Arabic numerals are always used with units of time or measurement (35mm, 4 kg, etc) except in noun-compounds (eg, four-hour lecture). Numbers that include a decimal point are always arabic; if less than unity, the point must be preceded by a zero (eg, 0.25).

- Do not start sentences with numerals; if it is unavoidable to have a number at the start of a sentence, spell it out.
- Thousands should always include a comma before the third from last digit: 1,000; 10,000; 100,000. When eliding such numbers, do not omit any digits: eg, 4,000-4,500 (not 4-4,500, which means something different). See also [billion](#), [millions](#).

O

omission, not ommission or ommision; omitted, not ommitted.

ongoing. Continuing is better.

online has no hyphen.

oral. See [verbal](#).

P

parentheses can be in the form of

- (brackets), used to add a qualifying or amplifying statement or aside. At the end of a sentence, the full point should be outside the closing bracket unless the sentence began within the bracket;
- [square brackets], used mainly to surround a word or words that need to be inserted to existing text where an omission has occurred, or where correction or clarification is required, or for a citation or similar within the text;
- {braces}, which are rarely used;
- —dashes—, for which there are two styles in use: an emdash— with no spaces on either side (automatically inserted in Word if two hyphens or minus signs immediately follow the preceding word and are immediately followed by the subsequent word) or an endash – with a space on either side (automatically insert in Word when a hyphen is typed between two spaces and another word follows). The former is the style adopted in RS print publications. Some authorities (including RS president Simon Jenkins in *The Times Guide to English Style and Usage*) suggest it is better to avoid either.

past. See [last](#).

people is better than persons, except for effect, and can be used instead of man.

per is essential in 'per cent' (and elsewhere when followed by another Latin word) but can often be replaced by the indefinite article elsewhere: eg, 24 hours a day, 300 subscribers a month.

per annum is pompous: 'a year' is better. Few people speak Latin these days (even in Latin America). But if used, never omit either of the 'n's, unless to describe the way you speak.

per cent is used instead of the symbol %, except in tabular matter; it is two words but **percentage**.

practice (noun).

practise (verb).

predict. See [expect](#).

probably. See [likely](#).

proceed to learn the **procedure** which **precedes** the **proceedings**.

publicly, not publically.

Q

Queen Square.

Queen's Gardens, Queen's Park, Queen's Park Road, Queen's Road.

quotation marks are single. Double quotes are used only within single quote passages.

R

re- will more often than not require a **hyphen** for clarity: re-position, re-formulate, where absence of the hyphen causes the reader to register a word beginning rep- or ref-. Use your judgment.

referent, in particular a word or term referring back to a previously mentioned company or organisation, can simply be 'it', rather than the repetitious 'the street' or 'the image'.

Road. Do not abbreviate to Rd.

S

saints. See **churches.**

St Ann's Well Gardens.

St Aubyns in Hove.

St Aubyn's Crescent/Road in Portslade.

St Catherine's Terrace.

St George's Mews/Place/Road.

St James's Court/Gardens/Place/Street have an s after the apostrophe.

St John's Place/Road.

St Margaret's Place.

St Mark's Street.

St Mary's Place.

St Michael's Place.

St Nicholas Road in Brighton.

St Nicolas Lane in Shoreham.

St Peter's Place/Street.

since involves a passage of time: *There has been an increase in viewing since the introduction of television.* It does not mean 'because of', for use 'as', 'due to' or 'because of'.

soccer is English schoolboy-type slang derived from Association. See (and use) **football**.

some. What does 'some' mean here? *Brighton lost its way some 50 years ago.* Nothing. Better without it. It is almost always phatic.

south. See **compass points.**

Street is not abbreviated to St, which is reserved for saints. So no St Paul's St.

superscript, as in '19th century' or '20th January' is an unnecessary and ugly convention foisted on the unwary innocent as a default by the evil Microsoft and is never used.

surprise should not be confused with unexpected (= unforeseen); a surprise encounter is more likely to be unexpected than surprising.

Sydney Street.

T

that defines, whereas **which** qualifies: compare *This is the entry that tells you the difference between 'that' and 'which' with This style guide, which has taken many years to compile, is an important document.*

thousands. See [numerals](#).

titles of books, periodicals, films, programmes, etc, are italicised without quotes.

U

under way is two words.

unexpected. See [surprise](#).

V

verbal means using words, oral means using the mouth. When Samuel Goldwyn said a verbal agreement was not worth the paper it was written on, he should have used 'oral' instead of 'verbal' (but might not have got the laughs, except from grammarians).

Volk's Railway was built by Mr Volk, so it has an apostrophe.

W

web page is two words.

website is one word.

west. See [compass points](#).

which. See [that](#).

while means 'during' or contemporaneously, whilst **whilst** means 'whereas'. As a conjunction, the latter is nearly always more appropriate, but other forms can be used (although, but...) to avoid repetitiveness. And sometimes a simple 'and' is the best conjunction.

whilst. See [while](#).

with is a preposition, not a conjunction.

withhold is with + hold, so has two h's.

worldwide.

X

Y

year-end.

Z

z should usually be **s** in words ending in **-ise** and similar. Try to recognise them.

Zion Gardens was historically sometimes spelt Sion Gardens.

Appendix

James Gray Collection website transcription

1. The original text should not be altered, except:
 - a. to correct any obvious spelling mistakes (eg 'preceeded' or 'accomodation').
 - b. to amend statements relating to the bound volumes, such as 'these three photos', 'like the previous image' etc, to (eg) 'this image' or 'like jgc_xx_xxx'. If the comment makes sense on the street page, leave it unchanged. If any clarification is needed—eg, where several images in different streets refer to a particular event that is only identified in one case—this can be inserted for images in other streets in [square brackets].
 - c. to avoid repetition. James Gray occasionally repeats the same text for several images. If on the same street page, delete the repeated text and just refer the reader to the earlier entry—eg 'See caption above' or 'See caption for jgc-xx-xxx'.
2. If JG made a factual error regarding location, date, etc, do not alter his original text. Instead, include a correction in the new text if the author of the 2018 text has not already done so.
3. Ignore the location label between the JG image and his text. This is not being included in the transcription.
4. Some JG entries include 'Additional Information' at the bottom of the page. The exact provenance of these is not known but we are including them in the format
Additional information: <*whatever info there is*>. This text should be added immediately after the end of the James Gray text, to be followed by the jgc number, eg:
'... Now in 1985, 78 years on, they are still the same, newsagents and shops, though in different ownerships. **Additional information:** *The funeral procession of the late Edward Eager JP. July 4/07. jgc_13_122*
5. The photographer details should be added at the end of the 2018 text in the form (*Photographer: Jane Doe*), in italics and parentheses. 'Photographer' not 'Photograph'.
6. Always refer to a James Gray entry as jgc_xx_xxx . including leading zeros if the image is numbered less than a hundred (eg, jgc_30_079 not jgc_30_79).
7. If several images are listed, the 'jgc' is required only once—eg, 'images jgc_12_146, 151 and 156'. The 'jgc' can be omitted altogether if 'James Gray' precedes the list—eg, 'James Gray images 12_146, 151 and 156'.
8. Do not include any external **URLs** that the 2018 authors include in their text: they can date too easily.
9. If adding **tags** for people, use 'Forename Surname' including any middle name given (eg John Leopold Denman) or where there are only initials, 'Initials Surname' (eg W J Taylor). Similarly, businesses should be spelt out in full, eg 'Mead & Co', 'Durnall's

Depository'. For modern businesses, check online to see what they call themselves (especially for apostrophes)—eg Sainsbury's, Morrisons, McDonald's, Jolliffes Coffee Shop.

10. 'No comment' is acceptable if there is no text from either James Gray or the 2018 author but if the 'Additional information' states 'No comment', ignore it.