

## STYLE SHEET FOR 2023 JOURNAL

### Reference works (use the first of alternative spellings)

The South African Concise Oxford Dictionary (2002) or The South African Pocket Oxford Dictionary (2002) or any other recent Oxford Dictionary

**PLEASE DO NOT USE MICROSOFT TEMPLATES, OR FORMATING.**

### General points on spelling

UK spelling, hence '-ise' not '-ize' where there is a choice, e.g. standardise not standardize. it's, being a contraction of "it is"; its eg: its shape (being possessive).

### Place and other names:

See previous Journals, and Journal indices. Note: all the Journal indices (Nos 1 to 122) are available electronically on the MCSA website: <http://www.mcsa.org.za/home/journal-indices>

### Note in particular:

Cederberg (Cape - not Cedarberg - journal policy since 1984); but Cedarberg Kloof (Magaliesberg, Gauteng).

**Toverkop** (not Towerkop).

Bain's Kloof (*Afrikaans: Bainskloof*).

Lion's Head .

Maclear's Beacon.

Giant's Castle.

Tonquani Kloof (*note capital for Kloof*).

Hex River Mountains (*Afrikaans: Hexrivierberge*).

Frans' Kraal (*English*); Franskraal (*Afrikaans*).

Du Toit's Kloof ; Du Toit's Kloof Peak (*Afrikaans: Du Toitskloof; (Du Toitskloof-piek (Vlgs Pleknaamkommissier: Dutoitskloof)*).

**the Berg (use only for the Drakensberg – without apostrophe - not 'Berg.**

Fitz Roy (Patagonia) not Fitzroy.

The United States (or US) – not United States of America (USA).

Rwenzoris - *not* Ruwenzoris (adopted by Rwenzori Commission in 1996).

Boer War: w.e.f Nov 2014 changed to "The South African War" (confirmed Dept of Social History, University of Witwatersrand).

Khoe (formerly Khoi).

Noted: Lenin Peak is now called IBN SINA.

*Also capitals:* Redi Pass. Annapurna Range; Nahanni River/Gorge/Glacier; Mashai Fang Ridge; the Mallory Route; the Direct Frontal Route. Everest North Face (*but:* on the north face of Everest/X; Table Mountain Hut (*Afrikaans:* Thomas hut; Tafelberg hut); the Standard Route; a Friend (*not a foe: use Capital F*); at Base Camp/walking from High Camp (*but:* Therefore the base camp was ... and a high camp on the col); on Day One (*not:* on day one *not:* on day One)

### PUNCTUATION: Fullstops or not:

MCSA (not M.C.S.A.), US (not U.S.A), UIAA: no fullstops

Mr, Dr, but Hon. Secretary, Prof. X (full stop if abbreviation does not end with same letter as full word). Mt (as abbreviation of Mount, no full stop)

Dr R Marloth - no fullstops Dr KHE von Delft (NOT Von with a capital; no spaces or fullstops between initials)

*Afrikaans: titles in text are in small letters, except at the start of a sentence. Geen punte. Eg/bv: Dr Marlot het due ... maar dr Du Toit en dr Watmough ... en Jan du Toit het . . .*

No full stops with metric abbreviations km, kg, m

However: full stops in e.g. and i.e. (clearer than eg and ie) if these cannot be avoided.

No full stops in times, am and pm

**Only one space after a fullstop or comma.**

**nb: footnote/reference symbols *after* punctuation.**

**Quotes:** single quotes normally.

For quotes within quotes use double within single.

Smart quotes (curly) ‘ ’ rather than straight quotes " .

Large quotations: inset without inverted commas, in italics where appropriate.

### **Numbers:**

One to nine in words, thereafter numerals, but be consistent in pairings, e.g. ‘one to ten’ but ‘10 to 20’. At the beginning of a sentence use a word not numerals. No commas in big numbers 10 000 (not 10,000).

500 BC (Afrikaans: 500 vC) 500 AD (Afrikaans: 500 AD) = same Latin *Anno Domini*

Ensure that numerals over a thousand have a fixed space dividing the thousands from the hundreds by using Ctrl-Shift-Spacebar in MS Word.

Check ends of lines at proof-reading stage to ensure that this has carried across into page layout.

Use decimal point (full stop not comma)

th: eleventh or 11th (not superscript th)

Map scale: 1:50 000

### **Heights/Altitudes:**

Use space between thousands and hundreds for all numbers including heights:

4 985m - no space between the number and the symbol.

### **Distances:**

Word in full or symbol depending on context, but preferably word in full, e.g. five kilometres

(Note: metre not meter) (Afrikaans: kilometer). When number is higher than 10, the abbreviation kms can be used, e.g: 25 kms.

### **Dates:**

Wednesday 15 January 2003 (no commas). 1990 to 1999 or 1990 – 1999 depending on context;

1996 (not '96). 1990s (or '90s if that suits the tone of the article) (Note: no apostrophe before s)

2 - 5 May 1999 (note spaces both sides of hyphen)

12th Century (no space between 12 and th; capital C for Century).

### **Times:**

Use am and pm no full stops for all times is preferred .

**Should be consistent throughout the publication and is editorial call, not author's.**

Twenty-four hour clock: 13:00 - no pm.

08h00 am

### **Temperatures:**

20°C (without a space between symbol and C).

Check carefully at proof-reading stage that same size symbol has been inserted throughout.

### **Directions:**

Capitals: South (proper noun), SW (proper noun), but lower case: south-east (common noun), south-eastern (adjective), south-easter (noun), south (common noun)

### Other issues:

For emphasis within article, use bold.

Use italics for *publication names*, *foreign words* and *scientific names* within ordinary text.

If text is in italics then the reverse applies.

Certain (originally) foreign words don't need italics – see list at the end of this style sheet.

**Foreign language:** use italics (*inter alia*; *téléphérique*) (*circa*)

<u>Not in italics:</u>	étrier	bergschrund	pampas	Rio ( <i>not Rio</i> )
	wanderlust	couloir	arête	ad hoc
	en route	veld	nek	krantzes
	diedre			

In Afrikaans articles: usage of English qualifies as foreign language - use italics!

In Afrikaans beware of MS Word placing incorrect apostrophe for 'n. Must be ' not '.

### Botanical Names:

Use italics: *Aloe peglerae* (not *Aloe Peglerae*)

Scientific names have capital for genus and lower case for species, e.g. *P nitida*, *Disa uniflora* (but 'a protea', 'a red disa').

**Published books in text:** *Italics:* Reading *Annapurna* every night.

**Names of magazines and newsletters in text:** *Italics:* Reading *National Geographic* every night.

**Names of individuals:** van -vs- Van, e.g. Piet van Zyl, P van Zyl, Van Zyl

**Single space** (not two spaces) after full stop between sentences.

### MCSA terms

the MCSA. The Mountain Club of South Africa (including 'The' as per Constitution)

The International Year of Mountains 2002 (not 'of the Mountains' nor 'of the Mountain')

IYM2002 (no space between M and 2). the Club (capital C) / die Klub

the Cape Town Section (capital S), ... this Section ... but 'the Club consists of 14 sections'

die Afdeling is in 1910 gestig maar: die Bergklub bestaan uit 14 afdelings

*MCSA Journal* (die BKSA-joernaal *J BKSA*). in the 1991 *Journal*

the Gold Badge / die Goue Wapen.

the Annual Memorial Service / die Jaarlikse Gedenkdien

the Mini Camp / die Minikamp is now referred to as National Meet / Nasionale Byeenkoms

**the Berg** (use only for the Drakensberg – without apostrophe - not 'Berg.

KZN Section (not KZ-N).

### Some (new) mountaineering terms:

**Beta** – means information

**Thrutched** – means to push, press or squeeze into a space

### Rock climbing – route descriptions (see also previous issues of the Journal)

Bold (not italics) for pitch number, length and grade (ending with colon).

Brackets around (A0) or (A1) after numeric grade.

Two spaces between pitch length and grade.

Indent description of each pitch (hanging indent). Align pitch numbers.

Quotes around grade e.g. '22' when in commentary or in heading but no quotes when in bold between pitch length and colon.

Italics for route names in commentary or route descriptions.

Bold (not italics) for Approach: Start: Descent: Comments: and First ascent: Lower case a for ascent in

First ascent. Comma between last person's name and date of first ascent.

## References/Bibliography

References all in smaller font, in alphabetical order of author.

Coetzee J M: *The Art of Lying*, Pergamon Press, 1902. (*Minimum info. Can add place published, number of pages*).

Coetzee J M: How to start, *The Art of Lying*, New York: Pergamon Press, 1902, Chapter 1, pp 1 - 3.

Davis E: Nepal, *J MCSA*, no 74, 1973, pp 4 - 6.

References in text: (Coetzee: p 10, 1902) or (Coetzee, 1902)

### *Specific spellings to note*

ab cord	ab point
ad hoc (not italics)	adrenalin
alpine start (no caps)	alpinist
air tickets	arête (with circumflex on first e, not italics)
backpack	BASE jumping
bergschrund (not italics)	bivvy
base camp (two words)	
bivvy-bag	bivvies
bivvying	boulder-hopping/boulder-hopped
bundu-bashing/bundu-bashed	cablecar
cableway	call-out (as noun), call out (as verb)
camp-site / camp-fire	car park/port
cat-like	cellphone
chockstone	convenor
co-operative/co-operation	couloir (not italics)
crack line (climb the...)	cubby-hole
cutback	on Day One (not: on day one, not: on day One)
day pack	dièdre (not italics, note accent on e)
down-climb	down-grade
en route (not italics)	e-mail
étrier (not italics)	finger-crack
fist-sized	firebreak
four-wheel-drive vehicle (also 4WD)	free-standing peak (note hyphen)
frontpointing	frostbite frostbitten (not frost-bitten)
fund-raising	gully (not gulley) gullies (plural)
halfway (as adjective)	handhold
handjam	haul bag
headwall	horizon
high-altitude experience	hill walking
headtorch	ice climbing (but ice-climbing meet)
ice-axe	ice face
ice-fall / ice-field	ice screw
karabiner	knife-edge
krantzes	layback
lead-out (n) led-out (adj)	left-facing
left-hand side (etc)	lower-off (n)
mantelshelf	minibus
Mt/Mount Everest (both acceptable)	multi-pitch route
nek (not italics)	non-members
off-width	onsight

open book	pampas (not italics)
porta-ledge	pre-monsoon
pro (for protection)	prussik (despite prusik in OED)
quickdraw	rap cord
rapped	RD (route description)
redpoint	rescue call-out
retro-bolt	ridge line
right-hand	
right-most	river bed
rock climbing (but rock-climbing equipment)	rockboot
rock face	rockfall
route book/guide book	runout
screw gate; straight gate; bent gate	semi-dark
serac (no accent according to OED)	single-pitch route
ski touring	slide show
snow-field	south-west
South-West Face of X	sport climber/ sport climbing
sports crag	subregion
subcommittee (one word)	summit book
teahouse	
to top-out	a top rope
top rope (on...)	top-roping
trad	unclimbed
undercling(s)	undercut
veld (not italics)	walk-in; walk-out; walk-off
wanderlust (not italics)	water hole
web page (no more caps)	website
well-defined	well-known
white-out	workload
wanderlust (not italics)	web page (no more caps)

...-like (cat-like)

...-pitch route (5-pitch route)

...-timer

... book (guide/summit/route)

...-curving

...-sized ledge

**Note:**

Compound adjectives: e.g. well-shaded area, much-needed rest, weather-beaten moorlands, low-lying hills) four-hour walk, 20-metre-high face, half-metre-wide crack, 3-year-old child.

General guideline for hyphenation: aim for readability.

Inserting an em or en dash using Ctrl and keyboard shortcuts. To insert an em dash, click where you want to insert the em dash and then press Ctrl + Alt + – (minus sign on the numeric keypad). To insert an en dash, **click where you want to insert the en dash and then press Ctrl + – (minus sign on the numeric keypad).**