

# **Music in Leicester magazine**

## **Style guide v2. (5/5/16)**

### ***Formatting pages and posts***

The first line in any page or post must be the title and this is set to Heading 1. Try to make it meaningful to the reader. The title can be longer and more explanatory than the filename – which should be as short as possible.

Break the text of the piece into sections and give them Sub headings.

An article can be given a by-line:

Maybeshewill  
The Y Theatre  
by Keith Jobey

It is usual to type the date on which the article is published and this goes above the title and by-line.

### ***Sub headings***

Can you place subheads by type the sentence, selecting it and selected Heading2 from the drop down list.

### ***Placing photos***

Contributors can insert a photo into a post by using the Add Media button and then selecting to upload a file from your PC. Images can be uploaded but should not be greater than 600 pixels in width.

### ***Insert a web address***

To insert a web address (URL) first type in the words to be used for the link then highlight the words and select the link icon (“insert/edit link”) from the menu All links to external must open in a new browser window to tick the box labelled “open link in a new window/tab” below where you paste in the destination URL

### ***Typography standards***

## Numbers

If you write a number between zero and then write it in full:

The gig had 4 bands - is wrong

The gig had four bands - is right

Numbers above ten can be typed as numerals.

The gig had 22 bands – is right

Titles of songs or tracks should be set in italics

The Beatles played *A Hard Day's Night*.

Songs titles should not be set within single quote marks.

When writing a paragraph about a band, set the name of the band in bold (when using it for the first time)

**Suicide Bees** were a late replacement and were appearing as an acoustic act. Well, semi-acoustic, since it involved three semi-acoustic guitars plus vocals.

Tonight's show was opened by **Ibisco**, a band, I was told, from Hinckley.

## **Quotation marks**

Place speech between double quotes:

"Good evening" shouts Conor Simpson. "It's Friday night after all" he says to the crowd

## **The use of symbols**

Never use the symbol & in a sentence, always write the word and in full. It can however be used in band names where the band itself uses the ampersand as part of its name.

The symbol @ should be used only when writing email addresses. If you mean to write the word 'at' write it in full.

## ***Using expletives***

The word shit may be used where its context requires it, as for example:

Songs performed by Resin tonight: Clouds, Burn, Blood of angels, Printing money, Shitstorm, Poison, Open heart trauma and Monster.

The word fuck (or fucking or fuckin') may be used but should be used with care:

Well fuck me, I'm still quite pleased to find that even at my advanced years I can be blown away by a previously unknown band

The word cunt may not be used; it is still regarded as offensive by many readers. If it is necessary to use it within a context that demands we would prefer it to be written as c\*nt.

## ***If you are not sure***

About how to write something, ask the editor for advice.