



***Journal of Wildlife Photography* House Style Guide**

Use references in the following order:

1. *JOWP House Style Guide*
2. *Chicago Manual of Style*
3. *Merriam-Webster Dictionary*
4. *AP Stylebook*

apostrophes: Use curly apostrophes (e.g., “ ’ ” not “ ' ”).

article titles: Surround with quotation marks when referred to in other body text.

bees: Use two words (e.g., bumble bee, honey bee, etc.).

book and magazine titles: Italicize, including *Journal of Wildlife Photography*.

captions: Use roman text, but italicize binomial species names.

commas: Use the serial comma before a final conjunction in a list (e.g., “We saw lions, tigers, and bears.”) unless inclusion would create confusion (e.g. “Our instructor, John Smith and Mary Jones showed how they got their shots.” Including a comma after “Smith” would make it unclear whether John Smith is the instructor or a second person.).

degrees: Spell out in sentence form. See **measurements**.

editor in chief: No hyphens.

ellipses (...): Use with no space beforehand at the end of a faltering sentence. Include a space before and after for missing words. Do not include spaces between periods.

email addresses: No underline.

em dashes (—): Surround with spaces. Do not use single hyphens (-), en dashes (–) or double hyphens (--) to indicate a sentence break.

en dashes (–): Do not use. Use simple hyphens to join ranges.

fill flash: No hyphen.

focal lengths: Do not include a space between the number and “mm” (e.g., “I zoomed to 200mm and clicked the shutter.”).

foreign words: Italicize.

four-thirds

f-stops: Style as “f-stop” in sentence text. Lowercase the “f” and use a forward slash before the number (e.g., “f/22”) when giving a specific f-stop.

gray: Not “grey.”

hand-holding

in-camera/in camera: Hyphenate when used as a compound modifier before a noun (e.g., “The photographer explains the benefit of in-camera light meters found in recent models.”). No hyphen otherwise (e.g., “Understanding the luminance histogram is critical for getting consistently good exposures in camera.”).

italics: See **book and magazine titles, captions, and species names**. When words that would normally be italicized appear in an italicized block of text, reverse the treatment to unitalicize those words.

light stand: Two words.

locations: Mention the country on first reference to a location. The *Journal’s* audience is worldwide; don’t assume everyone knows the cities, states, regions, or abbreviations you mention, or that everyone sees the world from your same reference point. See **seasons**.

measurements: Use metric/standard format and spell out units of measurement (e.g., “eight kilometers/five miles”). It’s OK to be general if specifics aren’t needed (e.g., “about 10 meters/30 feet”). Use mm only for lens focal distances. Use square kilometers instead of hectares. See **degrees, numbers, temperature**.

modes: Use lowercase letters for generic mode descriptions (e.g. “auto mode”, “manual mode”, “aperture-priority mode”), but capitalize modes unique to a particular brand.

numbers: Spell out numbers one through nine, except in technical notations of settings, such as f-stops. Use numerals for numbers 10 and up. Use commas in numbers four digits and up with the exception of ISO and shutter speed; in that case, only add a comma when the number is five digits or more. See **measurements**.

photo specs: Include after each caption in this format: “Camera body | Lens | Aperture | Shutter speed | ISO”. If relevant, feel free to mention other gear and settings. See **shutter speeds**.

post-processing: Include the hyphen.

quotation marks: Use curly quotation marks (e.g., “ ” not “ ”).

seasons: Can specify for specific locations. However, remember that the Journal has readers worldwide, and that seasons oppose north and south of the equator. E.g., July is a summer month in the Northern Hemisphere and a winter month in the Southern Hemisphere. See **locations**.

second references: Spell out the full name of a person, publication, etc., on first reference, but use a shortened, more casual name for subsequent references. For people’s names, use their first name only on second reference. For “*Journal of Wildlife Photography*,” just “the *Journal*” is acceptable on second reference. Exception: Writer Alyce Bender prefers “Bender” vs. her first name when addressed by a single name.

set up/setup: Two words when used as a verb, one when used as a noun or adjective.

shutter speeds: Include the unit of time in article text but not in technical notations of settings. Spell out in sentences (e.g., “I set the camera for a 30-second exposure.” “To capture the bird’s details while flying, I shot at 1/250th of a second.”). Abbreviate in technical notations of settings (e.g., “1/2500”). See **superscripts**.

spaces: One space between sentences.

species names: For common names, use lowercase letters (e.g., “For several years, red foxes were a frequent subject for photographers at a coastal state park in New Jersey.”). For scientific names, capitalize the genus name and lowercase the species name, and italicize the entire name (e.g., “I found that my elusive quarry was a black oystercatcher (*Haematopus bachmani*).”). Only provide the scientific name on first reference and only for species in some sort of focus vs. a passing reference.

Provide Latin name in italics within parentheses for first mention of a species on both body text and captions unless it’s just a passing reference. If used in parentheses, leave the parentheses unitalicized.

subheads: Format in bold and all caps.

superscripts (st, nd, rd, th): Do not use. See **shutter speeds**.

temperature: Follow **numbers** guidelines and use both units of measure, spelling out both “degrees” and the unit of measure (e.g. “With an average temperature of 27 degrees Celsius/80 degrees Fahrenheit, the Gulf of Mexico allows for a strange glimpse into another world.”). See **measurements** and **numbers**.

treefrog: Not “tree frog.”

websites: No underline. Do not include http:// or www. unless required for the link to work.

wildlife: Treat as a plural noun.