

# The High Sheriffs' Association

## Style sheet for *The High Sheriff* magazine and the Association's other publications (Revised)

### 1 Abbreviations

No full points after abbreviated church/personal/place names (eg Cricket St Thomas, St Leven, St Lawrence's Church) or for abbreviations, eg etc, ie, Rt Hon, Rt Revd, CBE, HRH, JP etc (see also *Forms of address* below for post-nominal abbreviations)

The 20th century (not C20 or 20C); also see hyphens

Always HM and HRH, never she and he when referring to members of the royal family; HH is an official abbreviation for His Highness [the Maharajah of...], not for His/Her Honour [Judge ...], so in full as His/Her Honour Judge ... (except where abbreviated in court correspondence for digital purposes).

### 2 Adjectival misuse

'High Sheriff' is not an adjective, so not the 'High Sheriff Awards/Dinner/Lecture' and so on. This should read the 'High **Sheriff's** Awards/Dinner/Lecture' with an apostrophe before the 's'.

Shrieval (pronounced 'shreeval') is the adjective relating to High Sheriffs

### 3 Capitals/lower case

Please don't use capitals unnecessarily - eg chief executive (unless of named specific body/company), citizenship ceremony, countryside, county/counties (unless named, eg County of Kent), domestic violence, in nomination, judiciary, magistrates, police, tea party and wind farm should be lower case

In the case of nouns, there are a few subjective and formal exceptions in the context of our magazine, eg Chief Constable, Declaration, High Court Judge, High Sheriff, Crown/Magistrates' Court, Nomination Ceremony [**not** In Nomination Ceremony], Police and Crime Commissioner, Shrievalty, Under Sheriff (two words)

While army is generally appropriate, next to Royal Navy and RAF it has to be Army

High Sheriffs in nomination – not In Nomination and certainly not in nomination High Sheriffs

Royal as adjective is royal (eg royal icing/residences) except where specific (the Royal Family/Yacht)

Office as in the Office of High Sheriff, but not 'after a few months in office ...'

Only titles which need a capital T for The (unless start of sentence/in list) are The Queen, The Prince of Wales, The Princess Royal - so HRH the Earl of Wessex, Admiral of the Fleet the Lord Boyce, the Lord Chief Justice, etc

### 4 Forms of address

Contributors may find it helpful to check the forms of address for judges and holders of many other public offices and titles, which, together with lists of active senior judges' names, can be found in the members' area of the Association's website. This includes all customarily used post-nominal abbreviations (and see *Debrett's Handbook* (Debrett's Ltd, London 2018) and *Titles and Forms of Address* (A & C Black, London 2014))

## 5 Hyphens

Lord-Lieutenant is hyphenated; plural is Lord-Lieutenants

Fundraising (not fund-raising or fund raising), halfway house and half way through my year (not half-way); 20th century when adjectival is 20th-century [music]; interfaith (not inter-faith or inter faith).

## 6 Numerals

One to nine in full, 10 and higher as figures (unless starting a sentence, eg 'Two hundred and forty members sat at 30 tables of eight and ate 240 savouries'); 10 million; 20 per cent not 20%

## 7 Sundry

Among not amongst

And, not & - unless & is part of a title/name

Avoid American spellings (programme not program) and expressions

Avoid split infinitives, unless for emphasis

Avoid slang, and some colloquialisms - eg children rather than kids, unless the context is appropriate for kids

Dates - 1, 2, not 1st, 2nd, and dates in order day, month, year

Exclamation marks should be used singly and sparingly if at all

-ise not -ize endings – emphasise, materialise

Italics for book titles/publications/TV programmes and ship/boat names (*HMS Kent*, *The Jolly Roger*)

My year (not our) year - it is the High Sheriff's year (though it is thoughtful to mention one's spouse!)

Sheriff is a noun, not an adjective (2 above) nor a verb (not sheriffing)

Since generally (not as)

Single quote marks; double quotes for reported speech and quotes within [single] quotes

Take part in (not partake in)

Times – 9.00 am, 9.00 pm (not 0900, 2100 hrs unless the context suggests this)

While not whilst

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There is some flexibility depending on context but contributors cannot go wrong if they try to follow this advice on style, which is revised from time to time.