

ACS Publications Procedure No. 2: Style Guide

General guidelines

1. This is a Style Guide, and not a set of unbreakable rules. Its main purpose is to steer authors and editors towards a more consistent approach in all our publications, and to provide guidance on particular usages. Within any individual publication, consistency of approach is paramount.

This Guide does not seek to dictate rules on general, non-cricketing, issues, e.g. where two different spellings of the same word are in common currency (e.g. judg(e)ment, recognise/ize, gaol/jail, etc). Again, consistency of approach within any single publication is paramount.

2. Style for setting paragraphs: All paragraphs should be full out left and justified, with a line space between each paragraph.

In text, long quotes, say over four lines, should be inset, with a line space before each inset.

3. Dashes, brackets, parentheses, and ellipses:

En-dashes (rather than hyphens or the longer em-dashes) should be used at the start and end of the phrase or clause involved, with a space before and after each dash.

Square brackets should be used only for editorial-type interventions, such as where a linking word is required in mid-quotation to insert words not used by the speaker.

Typographical ellipses [...], rather than dot-space-dot-space-dot-space (from six key strokes of the keyboard) should be used, with a space before and after the ellipsis.

4. Plural entities (board, committee, side, team, ECB, ICC, MCC) – use singular verb or pronoun if the entity is being referred to as a unit ('the ECB is ...', the committee is ...'), but if the members of the group are being thought of as individuals a plural verb or pronoun is appropriate. An exception is made for the names of cricket teams: "England are 200 runs ahead" rather than "England is ...".

5. Initials – use MJK Smith (no points, but with space before surname).

Smith, MJK can be used in alphabetical tables.

Names such as Garfield St Aubrun Sobers and Everton de Courcy Weekes – use GS Sobers (not GStA) and ED Weekes (not EdeC)

6. Full points in abbreviations: No points for abbreviations like Dr, Mr, Rev, Capt, MCC, ICC, ECB, NSW, lbw etc.

Use i.e. and e.g. rather than ie and eg

7. Numbers – spell out up to and including ten; then figures, except for bonus points in Championship matches, 6ft 2in etc, and in scores (see point 8 below).

But NB eleven, twelfth, twenties, thirties, fifty, hundred etc can be used as words as a generic description. Numbers can be spelled out in headings and at the start of a sentence.

Thousands – 1,000, 11,000 etc in text; but 1000, 11000 etc in tables and scorecards to help alignment, and in giving team or individual scores in text (thus Victoria scored 1107, not 1,107).

Ordinals – do not use superscript (i.e. 18th not 18th).

£3.2m (or £3.2 million if it needs to be made very clear), £3.2bn
8. Scores: 238 for six dec (without point) in text; 238-6 dec in scores.

Bowlers: six for 14 in text; 6/14 in scores.

Results: Lancashire won by nine wickets, but Lancashire won by 9 runs (i.e. spell out number for wickets, use digit for runs.)

Retirements: In the first innings Bell, when 0, retired hurt at 1/0 and resumed at 279-5.

Points: 0pts, 1pt, 24pts.
9. Dates: 17 April 2010; 17, 18, 19 April. (i.e. comma only between dates, not within a single day). With weekday, Thursday 19 April 2010 (no commas). In giving match dates on scorecards, use square brackets to indicate a scheduled day on which no play took place: 17, [18], 19 April.

Short dates (for births/deaths) 17.4.1999
10. Overseas seasons: 1997/98 (NB 1999/00 not 1999/2000).

Decades: 1980s. Short form: 80s (not '80s).

Centuries: the 18th century, the 21st century (but 18th-century cricket, 21st-century cricket – see 21 below on adjectival use). No superscript i.e. 18th not 18th.
11. Batting places: Any of the following is acceptable, provided that consistency is maintained: No. 3, no. 3, number 3
12. Hours and minutes: Follow rules as above on numbers, unless specified otherwise in copy. No comma between hours and minutes. Also 'an hour and three quarters'.
13. Time of day: 2.30 pm (space between figures and letters).
14. Quote marks – single. Use double for "quote within a quote".
15. England A not England 'A'. List A not List 'A'.
16. % not per cent.

17. The use of extra 's' in possessives after names ending in s is a matter for editors' discretion: Simmons' or Simmons's, James' or James's. But note that the accepted spelling of some place names requires the extra 's' (e.g. the area of St James's in London). If in any doubt, check!
18. Use capitals after hyphen in running heads and headings (First-Class, One-Day).
19. * and † for captain and keeper (respectively) in scorecards and in team sheets.
20. Australia for Test/ODI/T20I side, Australians for touring side outside internationals (etc); rare exceptions such as All-India may be negotiated.

England XI for the England touring team outside international fixtures (after they stopped being MCC).

Country names may sometimes be used for non-Test sides, e.g. Ceylon, in a fixture which is not a full international.

Where the distinction is needed, use 'a South Africa spinner' [etc] to indicate one who plays for the national side, and 'a South African spinner' to indicate one who comes from South Africa but who plays for another side: thus Maharaj and Imran Tahir are 'South Africa spinners', but Prior and Watling are 'South African keepers'. [NB the qualification 'Where the distinction is needed'.]
21. Hyphens: the 18th century (noun) has no hyphens, but 18th-century (adjective) cricket does.

Similarly, with complex nouns (e.g. asking rate, extra cover, leg break, off side, off spin, run out, short leg) we should as a general principle use two words with a space between them, except where there is a substantial tradition of using hyphens (e.g. double-century, follow-on, half-century, hat-trick).

Where such nouns are turned into adjectival phrases, we should generally use hyphens, e.g. a leg-break bowler bowls leg breaks. Note too that the bowler concerned is a leg-spinner (with a hyphen).

See also point 28 below.
22. In text, the titles of books, newspapers, almanacks and magazines should be in italics, as should ship names, including 'HMS', 'SS' and similar, and perhaps pubs.

Italics and accents can be used in the less familiar non-English words, but are not necessary for familiar ones.
23. Note that the *Daily Mail* and the *Mail on Sunday* have no initial capital for their definite article, but *The Times*, *The Guardian* and *The Daily Telegraph* all do.
24. Single (not double or triple) space at the end of every sentence in text, except where a footnote index number comes at the end of a sentence, in which case the full stop should follow the index number and two spaces should be left.
25. Second Eleven (for specific team), second eleven (generic), Second XI (in scorecards).

26. Place names: Be cautious about the use of 'new' names of towns, cities, provinces, etc: stick with the old name until it is clear that the new one has superseded the old one in common use, or is used at least as often as the old name. In India, Mumbai, Kolkata and Chennai have now superseded Bombay, Calcutta and Madras respectively, and should be used when those cities are being referred to in a contemporary context. For others where the new name is less commonly used (e.g. Bangalore/ Bengaluru), the old name should be preferred, for the time being at least.
- Subject to the above, use the name current at the time of the incident described – thus 'Harare' and 'Kwekwe' were 'Salisbury' and 'Que Que' in former times. Some care may be needed in working out when name changes occurred.
- In a list, a batsman may thus score centuries in both Mumbai and Bombay.
27. In bibliographies, the following general formats should be used:
- Compton, Denis and Edrich, Bill, *The Women's Room*, Andre Deutsch Ltd, 1978
- Featherstonehaugh-Bryant, John (ed), *Overseas First-Class Annual: 2009*, ACS Publications, 2009
- Kendix, David, 'Difficult Sums', in *The Cricket Statistician*, 150, 2010, pp 123-199
28. Field placings and batting strokes. The preferred style is for all field-placings, and all batting strokes, to omit any hyphens: thus cover point and not cover-point, on drive and not on-drive. An exception is made for the fielding position 'bat-pad', where the hyphen is considered more natural. Note that the hyphen is required when any of these terms is used adjectivally: the cover-point fielder, etc.
29. Currencies: When referring to dollar currencies, where necessary for clarity the 'nationality' of the dollar should be written out in full the first time that the currency is referred to, and may thereafter be abbreviated ("Steve Smith's match fee is 150 Australian dollars, while other members of the team only receive \$AUS100". Use \$AUS, \$CAN, \$NZ, \$US as the abbreviations; note that there should be no space between the abbreviation and the following numerals: thus \$AUS100, not \$AUS 100.
- In India, large figures, especially when referring to money, are often expressed in lakhs and crores [of rupees]. 1 lakh = 100,000; 1 crore = 100 lakhs = 10 million. If using these terms (e.g. in a quotation), they should also always be 'translated' into more familiar numbers, e.g. 'Tendulkar's annual income was 20 crores [200 million rupees].'
30. Ground names In scorecards, the contemporary names of grounds (including any sponsor's name) should always be given. This is not necessary in text, except where a ground name has changed altogether (e.g. Lancaster Park to Jade Stadium); in such cases, if necessary to aid identification, the former or best-known name of the ground should be given in brackets. When referring to the ground over a period of time during which the name has changed, the original or best-known name should be used: 'Stoneman's 370 not out in 2018 was the highest score ever made at The Oval'.

County team abbreviations

In text, as a general rule, we should spell out the full names of teams. Some abbreviation may be acceptable in tables to avoid entries extending to two lines.

Note that no apostrophe is routinely needed for possessives after abbreviations that end in 's' : Chris Read was the Notts captain, not the Notts' captain.

Abbreviations of first-class county names

Derbys
Durham
Essex
Glam
Glos or Gloucs
Hants
Kent
Lancs
Leics
Middx
Northants
Notts
Somerset
Surrey
Sussex
Warwicks (not Warks)
Yorks

Minor counties

Beds
Berks
Bucks
Cambs
Cheshire
Cornwall
Cumberland
Devon
Dorset
Herefordshire
Herts
Lincs
Norfolk
Northumberland
Oxon
Salop
Staffs
Suffolk
Wales
Wilts

Other counties

Hunts
Rutland

Universities

Oxford U, Oxford Us, Camb U, Cardiff UCCE, Leeds/Bradford MCCU, the MCCUs (3)

Style for spelling and hyphens

ACS (not ACSH, or ACS&H)

acting-captain

ad hoc (roman) [ad hoc committee]

Affiliate Member/affiliate membership (of the ICC) [Note that the Affiliate category was abolished in June 2017, with all previous Affiliates becoming Associate Members]

Afghanistan Players from this country are Afghans, not Afghanistanis or Afghanis.

All-England Eleven

allround (er)

am/pm use number[space]am i.e. 5 am not 5am

annual general meeting or AGM

anti-corruption

anti-racism

arm-ball

armguard

asking rate

Associate Member (of the ICC) (u.c. x 2), but associate membership (of the ICC)

Australia (Test and one-day international team)

Australians (touring team except in Tests and one-day internationals)

avge

awayswing/er

back-lift

backward point

ballboy

ball-tampering

ball tracking (hyphenate when used adjectivally: a ball-tracking system)

Bank Holiday

bat-pad (note that this is an exception to the normal rule regarding hyphens in field-placings)

batsman, batter Either may be used, at editors' discretion; but not batswoman

Benson and Hedges

Blue (Oxford or Cambridge)

board (when not in proper name: e.g. the Pakistan Cricket Board, but the board decided to...) (plus singular verb)

Bodyline series

Bombay – use Mumbai for recent events (add formerly Bombay, if necessary for clarity)

boundary fence

boundary rope

bowl-out

Calcutta – use Kolkata for recent events (add 'formerly Calcutta' if necessary for clarity)

Celsius (not centigrade) (but use °C in copy for temperatures; e.g. 36°C)

chairman (generic) but Chairman (specific individual)

change-bowler

Chennai (for recent events; add 'formerly Madras', if necessary for clarity)

cheerleader

chief executive (generic) but Chief Executive (specific individual)

chinaman This term is not to be used: use 'left-arm wrist-spinner' instead, with 'SLW' rather than 'SLC' as the abbreviation of such a bowler's style

close field

Co (for company)

comeback

committee, unless a specific committee is referred to (plus singular verb)
'committee members' rather than 'committee men'

co-operate

counter-attack (verb and noun)

County Championship or Championship if short for County Championship

cover drive (verb and noun)

Cricinfo - ESPNcricinfo is preferable, but not mandatory

Cricket Archive (two words)

cup tie

Decision Review System (DRS), with definite article where required – not UDRS.

Demerara (not Demerera)

the Don

doosra (not italic)

dot ball

double-century (similarly: half-century)

Dr

dressing-room (with hyphen)

Duckworth/Lewis method (D/L method in result, and where appropriate in text to avoid undue repetition of the full term) For matches before Nov 2014 only.

Duckworth/Lewis/Stern method (DLS method) - for matches from November 2014. (Note no slashes in DLS)

dugout

Dukes ball (not Duke or Duke's)

easy-paced

the ECB (plus singular verb)

economy-rate

email – use one word with no hyphen

endgame

England Academy

ESPNcricinfo (preferred to 'cricinfo', or 'Cricinfo')

extra cover

feet and inches: use 6ft 2in, 5ft 11in, etc.

fellow-Australian etc

fielder, instead of fieldsman

field placings

fifty (as a generic term)

fightback (noun)

fine leg

firepower

first-class

first division (not hyphenated even as adjective)

first innings (noun)

first-innings (compound adjective)
First (etc) Test (for first of a series)
five-fors (etc) (rather than fivefers)
follow on (verb)
follow-on (noun)
follow-through
6ft 2in
First World War, not World War I
forearm (one word, no hyphen)
fourth-highest (when used adjectivally)
friendly match
front line (noun)
front-line (used adjectivally)
Full Member (of the ICC) (u.c. x 2), but full membership (of the ICC)
full toss

game plan
googly
Grand Stand (two words at Lord's)
grassroots (one word)
'great' match
groundsman
groundstaff (one word)
gully

half-century
halfway
hat-trick – use hyphen
Hawk-Eye – use this term only when referring specifically to the Hawk-Eye ball-tracking system. Use ball tracking (qv) as the generic term.
high veld, the
hit wicket (as noun in accordance with Laws)
Holland (do not use – stick to The Netherlands)
Hot Spot

the ICC; the International Cricket Council (both with article) (plus singular verb)
inswing (er) - also indipper, inducker

junior, senior: Use 'jnr' and 'snr', with no comma after surname and no point after jnr/snr.
Thus 'Joe Hardstaff jnr was the son of his father, Joe Hardstaff snr, the Notts batsman.').
keeper (= wicketkeeper, no apostrophe)
kick-start
km/kph (160km, 160kph)
knee-roll
knockout (one word)
Kolkata (for recent events; add 'formerly Calcutta', if necessary for clarity)

Law 3
Laws of Cricket
lbw, even in text – though leg-before also allowed

Leewards (the team, but the Leeward Islands)
left-arm (er)
left-hand (ed/er)
leg break (but leg-break bowler i.e. hyphenate adjective)
leg bye (abbreviated to lb in scorecards)
leg cutter
leg side (but leg-side field i.e. hyphenate adjective)
leg slip
leg spin (but leg-spin bowling i.e. hyphenate adjective)
leg-spinner (to describe a bowler's style or an individual delivery, e.g. 'Freeman was a leg-spinner', 'Warne sent down a fast leg-spinner')
leg stump (but leg-stump if used as adjective)
limited-overs
long hop
long leg
long off/on
long stop
Lord's (oddly enough, not obvious to all). The possessive form is unchanged: Lord's first Test was in 1884, not Lord's' first Test ...)
Lyttelton (cricketing family; not Lyttleton)

Madras – use Chennai for recent events (add 'formerly Madras', if necessary for clarity)
Man of the Match etc When referring to official awards, check whether the term used in any particular case is 'Man of the Match' or 'Player of the Match', and use the official term. Use capitals for the name of official awards, lower case when just giving a personal opinion.

match-fit
match-winn(er/ing)
MCC (no article); the Marylebone Cricket Club (with article) (plus singular verb)
medium pace (as noun, when medium pace bowling is implied)
medium pacer
mid off
mid on
midwicket
mis-hit
mistimed
Muslim not Moslem
mph (= miles per hour, e.g., 70mph, 96mph)
multiracial
Mumbai (for recent events; add 'formerly Bombay', if necessary for clarity)

NatWest
near miss
The Netherlands (for country; Netherlands for team name)
New South Wales: abbreviate (where necessary) to NSW, not N.S.W.
nightwatchman
No. 3 (batsman), etc Any of the following is acceptable, provided that consistency is maintained: No. 3, no. 3, number 3

no ball (noun), no-ball (verb; abbreviated to nb in scorecards)
non-first-class
non-striker
north-west (north-west Scotland), but the North-West (= region); but note that the first-class teams in Ireland and South Africa are both North West (no hyphen)

off break (but off-break bowler i.e. hyphenate adjective)
off drive
off side (but off-side strokes or field i.e. hyphenate adjective)
off spin (but off-spin bowling i.e. hyphenate adjective)
off-spinner (to describe a bowler's style or an individual delivery, e.g. 'Laker was an off-spinner', 'Tayfield sent down a teasing off-spinner')
off stump (but off-stump as adjective e.g. off-stump line)

on-side strokes

on drive

one-day international

outcricket

outfield

outfielder

outgrounds

outswing (er)

The Oval (caps x 2; but if sponsor's name is used – see General point 30 above – lower case 'the' should be used) or Kennington Oval

overarm

overrate (verb)

over-rate (noun)

pm use number[space]pm i.e. 5 pm not 5pm

pace men

pacy

penalty runs (abbreviated to pen in scorecards)

pitch (preferred to wicket) – sometimes wicket may be a useful variation in a pitch-heavy

para

player of the year : see Man of the Match above

post-war, pre-war

powerplay

president (generic) but President (specific individual)

prize money

points – 0pts, 1pt, 24pts etc

rerun

Rev

reverse sweep (noun)

reverse-sweep (verb, hyphenated)

reverse swing (noun)

reverse-swing (verb, hyphenated)

right-arm (er)

right-handed (er/ed)

round-arm (adjective)

run-chase

run-maker
run out (verb)
run-out (noun)
run rate
run-scorer (e.g. 'leading run-scorer in both innings')

scoreboard
scorecard
scoring rate
season's best (no hyphen as noun or adjective)
second division (not hyphenated even as adjective)
Second Eleven or Second XI (see General Note 25)
second-highest etc
second-round (adjective), etc
second round (noun)
Second World War, not World War II
secretary (generic) but Secretary (specific individual)
selectors (no cap)
senior See 'junior' above
shirtfront
short leg
shot selection
side were (plural verb)
sightscreen
silly point
skyer (etc)
slog sweep
slow hand-clapping
slow left-armer (to describe a bowler's style or an individual delivery, e.g. 'Vettori was a better slow left-armer than Tufnell', 'Rhodes bowled slow left-armers')
south-east (south-east England), but the South-East (= region); similarly for south-west, but note that the first-class team in South Africa is South Western Districts (no hyphen)
square leg (noun)
square-leg (adjective)
stadiums
strike-rate
strokemaker
strokeplay
strokeplayer/maker
stump microphone / stump mic Either is acceptable; but avoid 'stump mike'
subcommittee
subcontinent
substandard
switch hit

tailend batsman
tailender
team were (plural verb)
team-mate
teatime

Test (always upper case when meaning a Test match)
Test match (not Test Match)
The Oval (caps x 2; but if sponsor's name is used – see General point 30 above – lower case 'the' should be used) or Kennington Oval
third man (but the third-man boundary)
third umpire (as noun)
third-umpire decision (i.e. when used as adjective)
three quarter(s) without hyphen
tiebreak
top-scorer (noun)
top score (verb)
top spin / top-spinner (noun)
triallist
turning point
twelfth man
Twenty20 (T20 acceptable in tables, or where it is part of the official title of a competition)
two thirds (without hyphen)

the UAE (no points) Note that the team is just 'UAE', but the country is 'the UAE'.
underarm (not under-arm, underhand or under-hand)
underprepared
underrate
Under-19 etc
University match, or Varsity match (if archaism appropriate)
upper-cuts

v (as abbreviation for versus – no full stop, not italic)
vice-captain

washout
website (one word not two)
West Indians (touring team except in Tests and one-day internationals)
West Indies (Test and one-day international team; no article. Never 'Windies', other than in a quotation etc)
the West Indies (place; with article)
wicketkeeper (keeper – no apostrophe)
wicketkeeper-batsman
wicket-maiden
wide ball or wide (abbreviated to w in scorecards)
Winchilsea, Earl of (early cricket sponsor; not Winchelsea)
Windwards (the team, but the Windward Islands)
wrist-spinner (to describe a bowler's style or individual deliveries , e.g. 'O'Reilly was a wrist-spinner', 'Sobers switched to bowling wrist-spinners'.)
wrong 'un

Procedure approved by ACS General Committee on 25 November 2017.