

5 Fonts and formats

5.1 Italics

Departmental style is to minimize the use of italics in the text. There are, however, some standard uses.

Use italics

- For titles of books, periodicals, newspapers, films, plays or works of art mentioned in the text.

Note: Titles of articles, parts of a book, short stories, songs and radio and television programs are set in roman (regular) type and enclosed in quotation marks.

- For most foreign words and phrases, but not commonly used words of foreign origin and not the names of organizations. Examples:

Italic

ancien régime
bête noire
de minimis
inter alia
lèse-majesté
sic

Roman

ad hoc
aide-de-camp
a priori
apropos
attaché
carte blanche
chargé d'affaires
communiqué
de facto
habeas corpus
per capita
raison d'être
vis-à-vis

- For names of ships, aircraft and spacecraft but not the abbreviations preceding them such as CMS, HMS or SS.

A word or expression that deserves particular *emphasis* in the context can be in italic or boldface type; however, this should be used sparingly.

Do not use italics

- For proper names.