

World of Fine Wine editorial style guide – January 4, 2011

Dictionary: Merriam-Webster's Collegiate (US English)

For general grammatical issues, principles in *The Chicago Manual of Style* should be the guide for US English. However, *Copy Editing: The Cambridge Handbook* and *Hart's Rules for Compositors and Readers* should still be useful.

1. Prefixed with a capital:

- Wine if it is also the name of a region—for example, Burgundy, Bordeaux, Champagne
- Grape varieties—for example, Merlot, Chardonnay

2. Use double inverted commas (but single inverted commas for quotes within quotes).

3. Order placement of vintage dates and wine name:

- in articles and prose, date after wine name;
- in tasting articles and lists, dates before wine name.

4. In a quotation or in prose it is acceptable to have a half date—for example, '98 (with a preceding apostrophe)—if this fits and is what the author has written. In lists, tasting articles, must be full date, ie 1998.

5a. Use “American” spelling, not “English”—that is, use -ize suffixes not -ise; -or, not -our; and -er, not -re. Also, use -ed endings rather than -t endings in words such as learned and spelled. And be on the lookout for words such as traveling, dialing, which take only a single l in US English.

• Note: not all traditionally -ise words can take an -ize suffix; see section at end of Selected preferred spellings.

5b. No full points after initials—for example, JM Barrie, not J.M. Barrie.

Notable exceptions: p. for page; c. for circa

6a. That/which.

“That defines; which expands.” Basically, if a comma cannot be inserted before the word “which” in a sentence, the “which” should be a “that.” Also, the part of a sentence that begins with “which” should be removable without any great loss to the sentence.

Examples:

The cat that caught the bird had feathers in its claws, not The cat which caught the bird had feathers in its claws.

The cat, which was the biggest I had ever seen, had feathers in its claws.

6b. As/since/because.

As a general rule, “as” should be avoided when “because” is intended, since it can cause the reader confusion about the direction of the sentence.

“Since” is better, although that can also sometimes be misread. “Because” is best but can sometimes read awkwardly.

7. Names.

a. In factual reportage (such as a statement from a CEO), acceptable to have surname alone. Generally in articles and prose, first name with surname, at least on first usage. If clear that the writer knows the person well, acceptable to leave as first name only if this is form that writer has chosen.

b. Books, magazines, music albums, films, TV shows all take italics:

EastEnders, *A Grand Don't Come For Free*, *To Kill a Mockingbird*; but poems, short stories, songs, articles take inverted commas: “Ode to the West Wind,” “Rita Hayworth and Shawshank Redemption,” and “Anything Goes.”

8. Numbers.

a. Generally, one to ten are spelled out, numbers thereafter. BUT in sentences that start with a number, the number should be written out—eg, Eighteen months later...—or, better still, reworked to avoid. A sentence may start with a date (1997 was a particularly difficult year,...) if it is not easily reworded.

b. i. In units of measurement, use figures: 6 hectares, 5 miles, 3 percent. However, three years old looks neater than 3 years old. Ditto, “drink in three to five years’ time,” BUT in tasting notes, use “drink in 3-5 years’ time,” since this is more reflective of the fact that they are notes and not prose.

b. ii. Use imperial measurements followed by a metric conversion in brackets. For currency conversions, put US\$ first, then £, then €.

c. In ranges (dates, prices, page refs, etc), use en rules (-) not hyphens (-). [En rules are achieved in InDesign by holding down the alt key while striking the hyphen key.] In price ranges, do not repeat the unit of currency—that is, write £100-300, not £100-£300.

d. Use hectares in full on first usage per article with ha in brackets—that is, “50 hectares (ha).” Subsequent usage, just ha closed up to the figure—30ha. Close up all figures to their units of measurement if the latter is an abbreviation: 30km, but 30 miles; 9g/l of sugar is fine, but don’t abbreviate litre on its own: 9l can be misread in some fonts, so use 9 litres.

e. Dates. Style is November 20, 1907. But remember to “close” the comma after the year if used anywhere other than at the end of a sentence—for example, “Elvis Presley was born on January 8, 1935, in Tupelo, Mississippi.”

f. Cross-references. Style is italics within roman brackets: (*see p. 144*); (*see pp. 168–73*)

9. Non-English words—use of italics.

This depends entirely on how common the word is in English, as well as how common the word’s usage is in the wine world. Jancis is a good double-check—but be sure to find the name in the body text, since headings are never italicized, regardless. A list of words to be italicized is attached; this will be updated regularly.

10. Grand Cru, Premier Cru. If referring to a specific example, then these words should be headed with capitals. If used generically, then in lower case. (Similar to use of the word “river”—ie River Thames, but a river.)

11. Punctuation

a. Use serial commas (aka Oxford commas or Harvard commas)—that is, in a list of three or more items, place a comma before the “and” or “or.”

b. Most punctuation should be placed within the inverted commas. (For an example of comma and full-point usage, see item 7.b. above.) Exceptions are colons, semicolons, and em rules. Other exceptions are question marks and inverted commas that relate to the whole sentence rather than just the quoted part.

Both the question mark and full point are placed correctly in this example:
Can you believe he calls his gun a “gat”? I call mine a “shooter.”

c. Standfirsts, pull quotes, captions: no full point at the end.

d. If the text following a colon is a full sentence, it should start with a capital letter; if it is not, it shouldn’t.

e. Always use “curly” inverted commas, not “straight ones.” (Your InDesign preferences should be set up so that striking the feet-and-inches key gives you straight quotes, NOT curly ones. This is done by unchecking the “Use Typographer’s Quotes” option in the drop-down menus (InDesign > Preferences > Type...). Properly styled quote marks are found by using combinations of the alt, shift, and square-bracket keys. This ensures that they print correctly in the finished mag.)

f. Use unspaced em rules rather than spaced en rules in text.

Hyphen: - (achieved with hyphen key)

En rule: - (achieved with alt + hyphen key)

Em rule: — (achieved with alt + shift + hyphen key)

[The difference is more noticeable in InDesign than it is in Word.]

Selected spellings

directions: northeast, southwest, etc (1 wd)
forward, backward, etc (no final “s”)

AD/BC (small caps & spaced)

Adrià, Ferran (of El Bulli)

aérien

aging (without an e)

agriturismo

alberello (bush-trained, as in vines)

alfresco

Allied Domecq

amid, not amidst

among, not amongst

antioxidant

apéritif

Argentinian

assemblage

auctiongoer / -ing

Auslese / -n

AXA Millésimes

azienda, but *aziende* for the plural

badiane: don't use; change to star anise

Bahans Haut-Brion

Baroque

barrique

barrel aging

barrel-fermentation

bâtonnage

° Baumé

Beau-Séjour Bécot (as label)

Beauséjour Duffau-Lagarrosse (as label);

also Beauséjour Héritiers Duffau-Lagarrosse

Beauséjour-Fagouet

Bel-Air-Ouÿ

Bellefont-Belcier

Bío Bío

Biondi Santi (no hyphen for family name)

Biondi-Santi (hyphenated for company name)

biotype

bittersweet (1 wd)

blanc, bianco, etc (don't italicize)

blind-taste (hyphenate when used as a verb)

bodega

bok choy

bonbon
bone-dry
Bonnes Mares
bon vivant
Bosc pear
bottle age / bottle aging (2 wds)
Branaire-Ducru
Brane-Mouton (original name of Mouton Rothschild)
Brett /-anomyces (cap B)
° Brix
budbreak
budburst
bunch-thinning
Burgenland (not "the Burgenland")
bush vine
cabbagey (with no e)
Cadet-Piola
cagettes
calcaire à astéries
Calon-Ségur
Canon-la-Gaffelière
cantina, but *cantine* for the plural
Cantenac Brown
Carignane (in US) / Carignan (in France, UK) /
Carignano (Italy) / Cariñena (Spain)
Les Carmes Haut-Brion
catalog, cataloged, cataloging; BUT dialogue
Catalonia
Célébris
cellar master (2 wds)
cèpe
Certan-Giraud
Certan Marzelle
chai / chais
château
Château... *see under individual château's name*
chef de cave (pl. *chefs de caves*)
cherry-pick /-ing
Chianina (beef)
chili (pl. chilies)
chocolaty (no e, as per Webster's)
citrusy
Classification (cap C when ref. to 1855 Classification)
Clerc Milon
clingfilm: don't use; change to "plastic wrap (clingfilm)"
clos

close-knit
Coche-Dury
coexist
cold-settling
cold-soaking, but a cold soak
colheita (no cap, no italic)
collectible
compote
confit
Consejo Regulador
COPIA, The American Center for Wine, Food & the Arts (note caps, comma,
and no serial comma before the ampersand)
Corton-Charlemagne
côte
coulure
coup de grâce (no italics)
crianza
crop-thinning
cru / grand cru
crystallized (double l)
Curé Bon La Madeleine
cuvaison
cuve
cuve close
cuvée
cuverie
cuvier
czar, not tsar or tzar
darabban tartás
débourbage
deleaf, /-ing
demijohn
demimonde
demi-muid
demi-sec
destem, /-mer, /-ming
Dhalluin, Philippe
dialogue, BUT catalog
die-hard
Doisy-Daëne
domaine
dosage
double magnum
draconian
dry-farming
Ducru-Beaucaillou

Duhart-Milon
easygoing
Echézeaux
ecosystem
egg-white fined
élevage
email
enology, not oenology
enotechnician
en primeur
Entre-Deux-Mers
Epeneaux
Erste Lage /-n
Erstes Gewächs (singular)
esca
eutypiose
expat / expatriate
facade (no cedilla)
fantail
fermenter
Feytit-Clinet
Fino
first growth (2 wds, no caps)
Fleur Cardinale (as label)
flor
focused
foudre
foursquare
Franc Mayne
fruitcake
fruit-set
fynbos
galestro
gamey
garage / garagiste (no italics)
garrigue
genius loci (no italics, no hyphen)
grande maison
grande marque
Grand-Puy Ducasse
Grand-Puy-Lacoste (as label)
Grands Echézeaux
grand vin
grape-hang
grapey (with an e)
gravity-fed

gray, not grey
green-harvesting
Grosses Gewächs (sing.), Grosse Gewächse (pl.)
groundbreaking
Gruaud-Larose
Günzian gravel
Gutswein /-e
Guyot
gyropalette
hand-harvest
hand-pick
hang-time
Haut-Bages-Libéral
Haut Bommès
Haut-Marbuzet
Haut-Médoc
Haut Sarthes
Hawke's Bay Charity Wine Auction
high-key
homogenous
honeyed (not honied)
icewine
Impériale
INAO – Institut National de l'Origine et de la Qualité (since Jan 1, 2007)
inter alia
Internet (cap)
Isle (river), the River Isle – not the River L'Isle or the L'Isle river
Jéroboam (cap J, acute e)
joven / jóvenes
Kabinett /-e
Kimmeridgian
Koran, not Qur'an
Labégorce Zédé
Lafite Rothschild
Lafleur
La Fleur-Pétrus
lagar /-es
La Mission Haut-Brion (1 hyphen, as per label)
Langoa Barton
Larcis Ducasse
Larrivet-Haut-Brion
Laurent-Perrier
Laville Haut-Brion
leaf-pulling
leafroll virus
lees aging

L'Eglise-Clinet
Leiths School of Food and Wine (no apostrophe; no ampersand)
Lencquesaing
Léoville Barton
Léoville-Las-Cases (cap L for Las)
Léoville Poyferré
license (with an "s," whether noun or verb)
licorice
lieu-dit / lieux-dits
linchpin
lineup
litchi, not lychee
liquoreux
López de Heredia
low-key
Lur-Saluces
lychee: don't use; change to litchi
machine-harvest, /-ing
maderized
makeup
Málaga
Malartic Lagravière
malo
manmade
Manzanilla
marc / marc de Champagne
marque
master's degree
Maximin Grunhaus
McWilliam's
Médocain
melange (no acute on the e, no italics)
mesoclimate
Methuselah, not Methusalem
microclimate
micro-cru
microoxygenation (1 wd)
midsummer
millerendage
mocha (not mokka)
moelleux
molasse du Fronsadais
monocru
monoparcél
monopole
moreish

Morey-St-Denis
mousseux
mousy (no “e”)
mouth-coating (hyphenate)
mouthfeel (1 wd)
mouth-filling (hyphenate)
mouthwatering (1 wd)
Mouton Rothschild
négoce
négociant
Neipperg, Stephan von (Comte, not Count)
ne plus ultra
nerve-racking
nighttime
Noemía (of Patagonia, Argentina)
oak aging
oidium
Oloroso
on-stream
oriental (no cap)
osetra caviar
over- words: no hyphenation
pago
pak choi: don’t use; change to bok choy
Pape Clément
passerillé
Pavie Decesse
Pavie Macquin
pear drops (2 wds)
Penfolds
percent (1 wd, but use % for ABV or in charts)
Pernod Ricard
Perrier-Jouët
Phélan Ségur
Pichon Baron (no hyphen)
Pichon Lalande (no hyphen)
Pichon-Longueville (hyphenated)
Pichon-Longueville Baron (just 1 hyphen)
Pichon Longueville Comtesse de Lalande (no hyphens)
Pichon Longueville Lalande (no hyphens)
pigeage
Pisacano, Richard
pommeau
potpourri (1 wd)
practice (with a “c,” whether noun or verb)
predate

presale (as in presale tasting, presale estimate)
presshouse
pricey
Prohibition (and Repeal)
pruney
pu-erh tea
pump-over
punch-down (noun)
quinta
Qur'an: don't use; use Koran instead
raison d'être
rancio (no italics)
ratafia
Rauscedo
Rauzan-Ségla
Rayne Vigneau
re- words: close up, no hyphen (but see Webster's for exceptions)
récolte
régisseur
Rémy Cointreau
Repeal (of Prohibition)
reserva / gran reserva
Revolution (cap when ref. to the French Revolution)
ridge top
Romanée-St-Vivant
rootstock
rouge, rosso, etc (don't italicize)
saleroom, not salesroom (for auctions)
screwcap (1 wd)
sec
sec tendre
Silvaner in Germany; Sylvaner elsewhere
slaty
smidgen
Smith Haut Lafitte (no hyphens)
smoky
solera
Solms Delta (SA winery)
sommelière (when used for female sommelier)
sous-bois
sous-chef (hyphenate)
Spätlese /-n
specialty, not speciality
Stags Leap AVA
Stag's Leap Wine Cellars (owns Stag's Leap Vineyard [SLV])
Stags' Leap Winery

stand-alone
standout
St-Emilion, St-Joseph, etc (hyphenate)
stony
story not storey; stories not storeys
straitlaced (1 wd)
sub- words: tend toward no hyphenation
sugar-ripeness
sui generis
sulfur
super- words: hyphenate
super-seconds (hyphenate, no caps)
Super-Tuscan (hyphenated, 2 caps)
sur lie(s)
tarte tatin
tastable
taste bud (2 wds)
tastevin (no itals)
Tchelistcheff, André
terroir
Tertre Daugay
Tertre Roteboeuf (no circumflex)
tight-knit (hyphenate)
To Kalon
tonneau / tonneaux (no italics)
tranche (no itals)
tre bicchieri
triage
Tronquoy-Lalande
Troplong Mondot
troubleshooter (1 wd)
truffley
tsar – use czar
Tyrrell's
ultra- words: hyphenate
umami
under- words: no hyphenation
up-front (hyphenate)
upmarket
uvaggio
Vega-Sicilia Único
vendange tardive
veraison
Vieux Château Certan
vinestocks
vine-training

vino da tavola (unless part of wine name, then caps)
vino joven / vinos jóvenes (note acute accent for the plural)
Vin Santo
Vintage Port (2 caps)
viticulturist, not viticulturalist
Vitis vinifera (when used in full, with initial cap; vinifera alone: no italics)
Vosne-Romanée
Web (cap W when referring to the Internet)
website
weed killer
while, not whilst
whole-cluster pressed
Williams Selyem
wine grower (2 wds)
wine lover (2 wds)
winemaker/ -ing (1 wd)
wine-speak
World Heritage site
WSET = Wine & Spirit Education Trust (with an ampersand)
Wynns (no apostrophe)
yogurt
Zind Humbrecht

Words that do not take an -ize suffix

advertise
advise
apprise
arise
chastise
circumcise
comprise
compromise
demise
despise
devise
disguise
emprise
enfranchise (and disenfranchise)
excise
exercise
franchise
improvise
incise
merchandise
premise
prise *
revise
supervise
surmise
surprise
televise

* In US English, in fact, (to) prise is spelled prize, but due to the difference in meaning between the two spellings in the UK, this is best avoided in even the most transatlantic of publications.

Useful conversion factors

acres to hectares: multiply by 0.4047

hectares to acres: multiply by 2.471

°F to °C: subtract 32, multiply by 5, divide by 9

°C to °F: multiply by 9, divide by 5, add 32

NB: to convert an increase/decrease in temperatures:

$1^{\circ}\text{F} = 0.56^{\circ}\text{C}$

$1^{\circ}\text{C} = 1.8^{\circ}\text{F}$

inch to cm: multiply by 2.54

cm to inch: multiply by 0.3937

feet to metres: multiply by 0.3048

metres to feet: multiply by 3.2808

miles to km: multiply by 1.6093

km to miles: multiply by 0.6214

lb to kg: multiply by 0.4536

kg to lb: multiply by 2.2046

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Tokaji appendix

Aszú

Birsalmás

Château Belá

Château Dereszla

Chateau Pajzos (no circumflex)

Disznókő

Dobogó

Gróf Degenfeld

Hárslevelű

Hétfürtös (*unable to confirm whether umlauts should be dbl acutes*)

Hétszőlő

Királyudvar

Mály

Mézes

Muskotály

Pincészete; also Pincészet (*case-by-case basis according to bottle*)

Szamorodni

Szent

Szepsy

Zsadány

Tokaj-Hegyalja

HECTARE-TO-ACRE ROUNDED CONVERSION CHART (in FWE 3+) – 4 Jan 2011

0.5ha	1.2 acres	19.5	48
0.6ha	1.5 acres		
0.7ha	1.7 acres	20	50
0.8ha	2 acres	20.5	
1ha	2.47 acres (Dôme; Astéries)	21	52
1.1ha	2.7 acres	21.5	
1.3ha	3.2 acres	22	54.5 (54 / 55)
1.5ha	3.7 acres	22.5	56
1.6ha	4 acres	23	57
1.9ha	4.7 acres (Le Pin)	23.5	58
2ha	5 acres	24	60
2.2ha	5.4 acres (Le Pin)	24.5	
		25	62
2.5ha	6 acres	25.5	
2.7ha	6.7 acres	26	
2.8ha	7 acres (Le Dôme)	26.5	65
3ha	7.5	27	66
3.2ha	8	27.5	68
3.5	8.5 (9)	28	69 (70)
4	10	28.5	
4.5	11	29	71.5
5	12 (13)	29.5	
5.5	13.5 (14)		
6	15	30	75 (74)
6.5	16	30.5	
7	17	31	
7.5	18.5	31.5	
8	20	32	80
8.5	21	32.5	
9	22	33	81.5
9.5	23.5	33.5	
		34	84
10	25	34.5	
10.5	26	35	85
11	27	35.5	88
11.5	28.5	36	89
12	30	36.5	90
12.5	31	37	91
13	32	37.5	93
13.5	33.5	38	94
14	35	38.5	95
14.5	36	39	96
15	37	39.5	
15.5	38.5 (38)		
16	40	40	100
16.5	40.5	40.5	
17	42	41	
17.5	43	41.5	
18	44 (44.5 / 45)	42	104
18.5	46	42.5	
19	47	43	

HECTARE-TO-ACRE ROUNDED CONVERSION CHART (in FWE 3+) – 4 Jan 2011

43.5		110	272
44		113	278
44.5		115	285
45	111	117	290
45.5		118	292
46	114	120	300
46.5		128	316
47	116	129	319
47.5	117	130	320
48	119	135	334
48.5	120	137	338
49		140	346 (350)
49.5		148	366
		150	370
50	125	155	383
51	126	137	388
54	133.5	160	400
55	136	180	445 (440)
56	138.5	190	470
57	140	193	477
60	150	200	500
62	153	220	550 (545)
63	156	222	550
65	160	225	560
66	164	250	620
67	165.5	262	647
69	170	280	690
70	173	300	750
72	178	320	790
75	185	365	900
76	188		
77	190	425	1,050
		450	1,110
80 (81)	200	475	1,175
85	210	485	1,200
87	215		
88	217	500	1,235
89	220	550	1,350
		570	1,400
90	222	580	1,435
91	225		
92	227	750	1,850
95	235		
96	237	800	1,980
97	240	870	2,150
		900	2,220
100	250	985	2,435
104	257		
105	260	1,100	2,700

HECTARE-TO-ACRE ROUNDED CONVERSION CHART (in FWE 3+) – 4 Jan 2011

1,135	2,800
1,200	2,965
1,215	3,000
1,230	3,000
1,450	3,600
1,470	3,630
1,490	3,680
1,500	3,700
1,600	3,950
2,300	5,700
2,500	6,200
3,000	7,400
3,760	9,300
3,900	9,600
4,000	9,900
4,600	11,400
5,500	13,600
5,700	14,000
6,500	16,000
6,900	17,000
12,000	29,500
26,000	65,000