

Ars Quatuor Coronatorum – A Revised Style Guide

For the assistance of brethren seeking to make submissions for possible inclusion in *AQC*, the following Style Guide has been updated and reprinted with certain emendations. It has now been decided to use the guidance available in *The Oxford Style Manual*, 2003, edited and compiled by R. M. Ritter (Oxford University Press) [hereafter *OSM*], as this incorporates the *Oxford Guide to Style* and the *Oxford Dictionary for Writers and Editors*. The *Oxford Guide to Style* is the revised and enlarged edition of Horace Hart's *Rules for Compositors and Readers at the University Press, Oxford*; since 1893 *Hart's Rules* has had thirty-nine editions. Many of the examples that follow have adhered to the guidance laid down in *OSM*, though readers should be on their guard that much of the previous advice and many examples included in successive versions of the *AQC* Style Guide have changed as a result of the decision to adhere to the rules incorporated in *OSM*.

About the only exception to the necessary changes from the previous version is the decision to retain the use of italics for honorifics, following the lead of the United Grand Lodge of England in its Reports of Quarterly Communications and Investitures and the *Masonic Year Book*, which has been in use for upwards of forty years, and by Quatuor Coronati Lodge for at least fifty years. In both cases full stops were used in both honorifics and Masonic ranks until 1982 and October 1990, respectively.

Unless there is a very good reason, we expect all submissions to be produced on (or transferred to) a personal computer in Microsoft 'Word' (or one of its textfile compatible variants) and sent by email (preferably) to editor@quatuorcoronati.org.uk or on a CD-ROM disk with a 'hard copy' accompanying the disk to: Dr John S. Wade, Editor, *AQC*, 63 Wollaton Avenue, Bradway, Sheffield S17 4LA. The text should be typed in Times New Roman 12 point size. There should be no space between paragraphs, which should be distinguished by an indent at the start except under an illustration, a quotation or at the start of a headed section. Quotations should be set in 10 point size and indented from the left margin to distinguish them from the main body of the text.

Abbreviations

Abbreviations are often appropriate and necessary in footnotes and tabulated appendices and indexes, but they are rarely correct in the main text of a paper. Among the common offenders is ‘viz.’, always to be given as ‘namely’. The phrase ‘for example’ is preferred to ‘e.g.’; likewise ‘that is’ to ‘i.e.’

Masonic abbreviations such as G.L., or L. (for lodge), G.M., D.G.M., W.M., P.M., S.W., J.W., Can. (or Cand.), M.M., F.C., E.A., W.T.s, F.P.O.F., and even Q.C. should all be spelt out. An exception is that, immediately after someone’s name, his Masonic rank may be given in the prescribed abbreviated form; ‘John Smith, PJGD’; but ‘John Smith was invested with the rank of Past Junior Grand Deacon’. Note should be taken of the instruction printed in the *Masonic Year Book* (2009–2010 edn., 298) and the abbreviations against the names of Grand Officers, particularly the absence of full-stops; PAGDC is now correct; P.A.G.D.C. is incorrect.

Preferred abbreviated form *without* full stops:

Mr Mrs Dr St (unless Saint in full is correct, for example in the names of some lodges, chapters or other Masonic bodies)

The Revd The Revd Canon The Very Revd The Most Revd (*always* prefixed with the definite article, but *no* full stop)

HMS [with the name of the vessel or shore station in *italics*] Cdre FM [All other ranks in both the Royal Navy and the Army contain one or more stops]

PO FO Flt Lt Sqn Ldr Wg Cdr Gp Capt Air Cdre AVM AM ACM Marshal of the RAF [The Royal Air Force do not use stops in their ranks and the three Air Ranks above Air Commodore are usually set out in full in normal usage] C-in-C

Legal and other titles: CB [*Chief Baron*] J [*Justice – normally a High Court judge*] JJ [*Justices*] LC(s) [*Lord Chancellor(s)*] LCB [*Lord Chief Baron*] LCJ [*Lord Chief Justice*] LJ [*Lord Justice (of Appeal)*] LJJ [*Lords Justices*] L-L [*Lord-Lieutenant*; pl. *Lord-Lieutenants* not *Lords-Lieutenant*; NB *A hyphen is de rigueur, though is not included in OSM; see Debrett’s Correct Form* (Debrett’s Peerage Limited, 1999), 87, 174–7, 263, 292] LPC [*Lord President of the Council*] LPS [*Lord Privy Seal*] LP [*Lord Provost*]

Use *italics* in abbreviations for Honours from the Crown, university degrees, fellowships of learned societies, etc, separating each group with a comma, but no full stops, as in the following examples:

R.W. Bro. Sir Robert (Alexander Shafto) Adair, *ADC, FRS, later* [10 Apr 1873] 1st and last Baron Waveney (25 Aug 1811–15 Feb 1886), *ProvGM, Suffolk*, 5 Dec 1860–15

Feb 1886.

R.W. Bro. FM The Rt. Hon. (Herbert) Horatio Kitchener, 1st Earl Kitchener, *KG, KP, GCB, OM, GCSI, GCMG, GCIE, PC*, DistGM: Sudan, Aug 1899–1901; Pun jab, 29 Nov 1902–09.

M.W. Bro. The Rt. Hon. Sir (Lawrence) Roger (Lumley), 11th Earl of Scarbrough, *KG, GCSI, GCIE, GCVO, TD, PC* (27 Jul 1896–29 Jun 1969), DistGM, Bombay, 11 Jan 1940–43; DepGM, 5 Sep 1947–7 Nov 1951; GM, 7 Mar 1951 [installed 6 Nov 1951]–14 Jun 1967; ProGM, 14 Jun 1967 [installed same day]–29 Jun 1969.

V.W. Bro. The Rt. Revd David George Galliford, *MA (Cantab)*, PGChap [GChap, 1990–93] (20 June 1925–), former Bishop of Hulme (1975–84) and of Bolton (1984–91).

KG, GCB, DSO BD, MA, DSc [some universities grant such degrees in reverse order] *BSc, CEng, MIMechE, MIEE MD, FRCS, LRPC*

Preferred abbreviated form *with* full stops:

Bro. W. Bro. V.W. Bro. R.W. Bro. M.W. Bro. edn. (*for* edition) ed. (*for* editor, *rather than* edition) The Hon. The Rt. Hon. The Most Hon. The Revd Preb. The Ven. The Rt. Revd (all *always* prefixed with the definite article) Lieut. *or* Lt. Gov. St. (for the abbreviated form of Street) Vol. No. (before name of lodge, chapter or other Masonic body)

Legal titles: Att. Gen. Sol. Gen.

Sub. Lieut. Lieut. Lieut. Cdr. Cdr. Capt. Rear Adm. (*or* RA) V. Adm. (*or* VA) Adm. Adm. of the Fleet

2nd Lieut. Lieut. Capt. Maj. Lt. Col. Brig. Brig. Gen. Maj. Gen. Lieut. Gen. Gen. [NB *OSM* on the whole eschews the use of hyphens, but is inconsistent in this regard, using a hyphen for Maj.-Gen., but not for Lieut. Gen., and for Sol.-Gen., but not for Att. Gen. No hyphens are now included in service ranks used in *AQC*, except when quoting from original documents that include them.]

Note Especially

- c.* (in italic) about (*circa*) – when associated with a year, but there should be no space between *c.* and the date. For example: (*c.1777–1804*).
- n. (roman) note [NB Italics were previously used, but *OSM* guidance has been followed]
- C. (roman cap.) century (as in ‘20th C.’; but only used in notes; otherwise use

- ‘Twentieth century’ [NB When ordinal numbers are used, the endings st, nd, rd and th are not printed in superscript, though some computer programs automatically produce, for instance, 1st rather than 1st])
- b. (roman) born
- d. (roman) died
- op. cit. (roman) in the work quoted [NB Italics were previously used, but *OSM* guidance has been followed]. The use of this abbreviation should be avoided if at all possible, by giving the author’s name and a shortened version of the work being cited.
- For example, using full and abbreviated references:
 David Stevenson, *The Origins of Freemasonry: Scotland’s Century, 1590–1710* (Cambridge: Cambridge University Press, 1990), 23–7.
 Stevenson, *Origins*, 53.
- ibid. (roman) in the same book, chapter, passage, etc. [NB Italics were previously used, but *OSM* guidance has been followed] The use of this abbreviation should also be avoided if at all possible, by following the example quoted above.
- [*sic*] (italic) calls attention to something anomalous or erroneous in the original but, with the exception of the first and the last, they should not normally appear in the text but only in notes, appendices and indexes.

Ages

‘27 years old’, ‘at the age of 27’, but ‘in his twenty-seventh year’.

Biblical References

Give names or books of the Bible with accepted abbreviations [NB Previously, only the full name was used, but *OSM* guidance has been followed]; do not use words ‘Chapter’ or ‘verse’.

- Examples: Ruth 2: 19
 1 Kings 6: 21-30; 7: 13-21
 1 Chron. 2: 11-16; 34: 8-13
 Eccles. 12: 1-7
 2 Peter [*or* Pet.] 1: 7

When the references appear within the text they should be spelt out, as in: ‘It is explained in Exodus 5: 8’.

Bibliographical References

Show name of author, title of book, publication and where appropriate, page numbers.

Examples:

Worts, F. R., 'The Use of the Word Landmarks', *AQC* 75 (1962).

D. Knoop, G. P. Jones & D. Hamer, *The Early Masonic Catechisms* 2nd edn (Manchester: Manchester University Press, 1963).

Adding where necessary (for example) 'Vol. II' *and/or* '10-14'. Always omit p. or pp., except when quoting from original. When used in notes, give author's name with surname at the end.

When showing the names of publishers of works quoted (as in the example above), if these names should appear before the year of publication, within the same parentheses. The location of a British publishing firm will seldom be required, but may be included (as above) if an author wishes it. The place of publication of foreign works should always be given.

Capitalization

Do so only where word genuinely needs it or to avoid ambiguity. Examples:

'the chairman said...'; 'the north of England'; 'the West Country'; 'the continent of Europe' (but 'the Continent', when referring to Europe).

In the terminology of Freemasonry, *AQC* prefers as follows:

<i>Book of Constitutions</i>	always
brethren	always
brother	except before a surname or to avoid confusion with blood relationship
chair	'the Master's chair'
chapter	except in the title of a chapter ('the chapter met at Bolton'; 'the Chapter of Aspiration')
charter	as noun; to charter, chartered, as verb
committee	except in a title such as 'Committee of Charity'
consecration	as noun; consecrated, etc., as verb
Constitution	as noun; constituted, etc., as verb
Craft	when referring to Freemasonry, but 'the craft of the operative stonemason'
degree	Craft degrees, first degree (not '1st degree' or First Degree).

	But when referring to a specific degree, use capital initial letters for both, or all, words; for example: the Mark Degree; Royal Ark Mariner Degree.
deputation	as a document or authority
dispensation	as a document or authority, but 'by dispensation'
Freemason	always
Freemasonic	avoid the use of this word
Freemasonry	always
Grand Chapter/Lodge	always
Grand Council	always
initiation	as noun; initiated as verb
installation	as noun; installed as verb
Librarian/Library	when referring to Freemasons' Hall, London. As in the use of 'Church', capitalize 'Library' when referring to a specific institution; for example: 'Bodleian Library'. No problem arises in simply referring to 'the Library' after it has already been introduced by its formal name.
Librarian and Curator	The term 'Grand Lodge Library' is an official designation. It used to be incorrect to use such expressions as 'the Library at Great Queen Street' or 'the Library at Freemasons' Hall', but since the advent of The Library and Museum of Freemasonry, that is now the correct designation [See the United Grand Lodge of England's <i>Masonic Year Book</i> for details].
lodge	except in the title of a lodge; for example: this lodge met at Bolton; The Lodge at the Queen's Head, No. 5(A); Quatuor Coronati Lodge No. 2076.
Mason	always, except when referring to, for example, a (stone)mason
Masonic	always
Masonry	'Freemasonry' is to be preferred since it avoids ambiguity. 'Masonry' is to be capitalized unless the word refers to the product of an operative mason's craft. But 'operative Masonry' as distinct from 'speculative Masonry'.
Master	always when referring to the Master of a lodge. Similarly 'Installed Master', 'Past Master', 'Wardens', 'Deacons', and other officers of Masonic bodies.
Minute(s), Minute Book	as nouns; minuted, as verb
Museum	when referring to that at Freemasons' Hall, London (<i>see also</i> Librarian, etc.)
Order	as in 'Order of the Temple' and 'the various Orders of Freemasonry'
petition(ed)	always
passing	as noun; passed as verb
raising	as noun; raised as verb
Proceedings	when referring to printed reports

Registers	of Grand Lodges, etc., only
Rite	when referring to a series of degrees such as the Antient and Accepted (Scottish) Rite; rite, in connection with a particular ceremony
summons(es)	always
Transactions	when referring to a printed publication
vote of thanks	always
warrant	as noun; to warrant, warranted as verb

Certain words and phrases related to Masonic symbolism should be capitalized, such as Three Great Lights, Movable Jewels, Plumb Rule; others in common use need not (regalia, apron, collar, jewel).

When referring to members of the Royal Family it is customary for the definite article to have a capital initial; for example:

HM The Queen HRH The [Prince Philip,] Duke of Edinburgh HRH The Prince of Wales
 HRH The Duke of Kent (but, to differentiate between father and son: HRH George, Duke of Kent [*or* HRH 1st Duke of Kent] HRH Edward, Duke of Kent [*or* HRH 2nd Duke of Kent]) HRH The Duke of Connaught (and Strathearn)

By extension it is not wrong to apply this usage to all peers; for example:

The Most Hon. The Marquess of Northampton
 [NB Marquis is normally only correct in the case of certain Scottish peers of that rank (some would say in memory of ‘The Auld Alliance’ with France) and continental ones; for example:

The Most Hon. The Marquis of Dalhousie, *KT*; *but* The Most Hon. The Marquess of Hastings, *KG* (a United Kingdom peerage), even though, especially in Georgian and Victorian times ‘Marquis’ was almost a universal spelling in the popular press and elsewhere for all holders of that rank.

The Rt. Hon. The Earl Cadogan [but when the title is a courtesy one, for instance Viscount Chelsea, his eldest son, then there is *no* prefix or definite article before the title]

The Rt. Hon. The Viscount Gough The Rt. Hon. The Lord Barnard, *TD* The Rt. Hon. Baroness Thatcher, *LG, OM, PC*

A baronet would be described with the prefix Sir before his usual Christian, or first, name and suffixed with *Bt* [in italics; Bart is generally regarded as somewhat old-fashioned, though is still preferred by some holders of the title, especially in Scotland]; for example:

Sir John R. Welch, *Bt* or Sir John Welch, 2nd *Bt*; however, Sir Archibald (Donald) Orr Ewing, 6th Bart., M.A., is his designation in the Scottish *Year Book*, whereas as

a Grand Officer of the United Grand Lodge of England he is designated in the *Masonic Year Book* as Orr Ewing, Sir Archibald D., *Bt* [This is an instance of an unhyphenated double-barrelled surname, not at all uncommon in Scotland, though not encountered quite so much south of the Border]

Dates

23 January	not 'the 23rd of January' or 'January 23rd'
Saturday, 30 July 2011	not 'Saturday the 30th of July 2011' or 'Saturday July 30th, 2011'
From 1940 to 1946	not 'from 1940-6'
In the 1940s	no apostrophe
18th century	not XVIII century; 18th-century as an adjective

See also **Figures** for spans of years

Do not use a hyphen [-] but an en rule or an en dash [–] between sets of digits, and leave no space either side of such en dashes; for example:

1066–1099 1752/3–1798 (where the *legal* year in the earlier one only started on 25 March 1753, so that any calendar date between 31 December 1752 and 25 March 1753 needs to have the year expressed in the alternative, sometimes written 175²/₃)

Use an en rule, followed by a double space, when the terminal date is in the future; for example: R.W. Bro. HRH Prince Michael of Kent, *GCVO* (1942–).

Figures

In the text spell out up to one hundred and express in figures thereafter except when the two categories appear in the same passage. In such a case a logical choice will have to be made. If it is necessary to spell out 'hundreds', 'thousands' or 'millions' then the quantitative number must be spelt out also ('eight thousand'). Insert hyphen for 'twenty-one', 'one-hundred-and-one', etc.

Spans of figures, including those relating to years, should follow these examples;

1916–19	(not 1916–9);
1927–9	(not 1927–29)
1929–31	
1930–2	
1930–3	

1786/7 is incorrect unless used to indicate an alternative dating

Insert hyphens for certain ordinal numbers; for example: Thirty-first one-hundred-and-fourth

£sd to be expressed, for example: £23,432. 10s. 6d. [if desired putting the decimal equivalent in brackets: (£23,432.525 – or even £23,432.52½), without including the unnecessary, but sometimes ubiquitous, ‘p’ at the end!]

Italics

Words to be *italicized* should be typed in *italics* if possible; if not, they should be underlined

Italics should be used for the names of *books, periodicals, stage works, films* and longer *musical works*. The English title of articles and papers in books and magazines, and of songs, should be in roman in single quotation marks [quotes] – for example: Hughan’s ‘Mason’s Marks’ (*AQC* 4). The names of ships and naval shore establishments should also be *italicized* (as in *HMS Revenge*; *HMS Calliope*); see also abbreviations.

Italics should be used for foreign words and phrases that have not become part of day-to-day English usage (*in extenso, in extremis, inter alia, persona (non) grata, primus inter pares, raison d’être*; but *aide-mémoire, cliché, bourgeois, bona fide, entrée, résumé, gratis, première* [first performance], *prima facie, sans* [without] – all with necessary accents).

Lodge names should be *italicized* only if they are in a foreign language; Lodge (or *La Loge des Neufs Soeurs*); Lodge (or *Loggia Italia*); Lodge (or *Loge zur wahren Eintracht* (note that in German only the noun is capitalized).

Italics should be very sparingly used to emphasize a word or phrase. If a sentence is properly constructed the emphasis will fall where it should. Although, especially in tabulated material, italics may be employed to act as headings, sub-headings etc., other possibilities (such as small capitals) should be considered.

-ize/-ise

The Oxford and Cambridge University Presses firmly settle for ‘ize’, ‘izing’, ‘ization’ for those words in which ‘ise’ is not etymologically prescribed (advertise, analyse, devise, revise, surprise, etc.), and *AQC* seek to follow their excellent examples.

Names

Use full stops after initials with a space between sets of initials, and a space after the last such initial before a name in full, either forename or surname; for example:

R.W. Bro. G. R. Gavin Purser, PSGW G. R. G. Purser George Robert G. Purser
W. Bro. Frederick H. Smyth, OSM, PJGD F. H. Smyth

When referring to lodges under the jurisdiction of the Grand Lodge of Scotland, care should be taken to give the name *after* the word Lodge and to insert the necessary suffix where applicable; for example:

Lodge Mother Kilwinning No. 0 The Lodge of Edinburgh (Mary's Chapel) No. 1
The Lodge of Melrose St. John No. 12 The Lodge of Aberdeen No. 13 Lodge
Canongate Kilwinning No. 2 Lodge Scoon and Perth No. 3 The Lodge of Glasgow
St. John No. 3*bis* Lodge Glasgow Kilwinning No. 4 Lodge Canongate and Leith,
Leith and Canongate No. 5

But beware, there are many exceptions; for example:

The Lvdge – now spelt 'Lodge' – of Dunfermling No. 26 [which until 2 May 2002
was named St John, one of well over 60 with this saint commemorated in its name.]
The Anchor Lodge of Research, No. 1814 The Border Lodge No. 1347 The Bridg
eton and Glasgow Shamrock and Thistle Lodge No. 275 The Caledonian Railway
Lodge No. 354 Cumbernauld St Andrew's Lodge No. 199

[N.B. The *Year Book 2011* of the Grand Lodge of Scotland spells the abbreviation for
'Saint' as 'St', without the stop in all cases]

However, when referring to a chapter under the jurisdiction the Supreme Grand
Royal Arch Chapter of Scotland the contrary is the norm, and the word 'Chapter'
comes *after* the name of the chapter; for example:

Edinburgh Chapter No. 1 Stirling Rock Chapter No. 2 Land of Cakes Chapter
No. 15

Notes

Whenever possible, the use of footnotes should be avoided by incorporating the relevant matter into the text. In some instances however notes are essential and it is now the practice in *AQC* for these to be collected at the bottom of each page and no longer at the end of each paper. The numerical reference in the text should be raised above the line (superscript). Authors should use the footnoting feature of their word processor to number and organize footnotes.

When using footnotes, care should be taken to ensure that if a note is inserted at the end of a phrase or sentence, the endnote superscript digit(s) for such reference appear after the final element of punctuation; for example:

‘He reported: “That the lodge had closed in disharmony, contrary to usual custom.”’⁴⁵

Punctuation

It is not intended to set out the lengthy rules for each mark but certain comments seem to be worth making in the light of experience.

Commas Reduce their number so far as is consistent with good sense. For example do not hedge such words as ‘however’, ‘of course’, ‘also’, and ‘too’ with commas round about. What is essential is to see that all commas are in the right place.

It is often possible to check one’s correct positioning of commas by reading a sentence aloud and noting where the natural pauses for breath should come.

When a sentence is interrupted by an interpolated passage in round brackets, or parentheses, it appears good practice to insert a comma after the second [close] bracket, rather than before and certainly to omit the first if there are a pair of commas immediately before and after the interpolated portion; for example, quoting from a previous guidance note:

... typed in duplicate (not hand-written), on one side of the paper, double-spaced throughout as are these three lines (not one and a half line spaced).

Colons In former times the colon was regarded as ‘stronger’ than the semi-colon and is still occasionally so used by writers. In general however it has now the function of delivering the goods that have been invoiced in the preceding words; an example is: ‘There are three theological virtues: faith, hope and charity.’ The colon should in no place and in no circumstances be followed by a dash.

En Dashes or En Rules In pairs, these are becoming over-used and tedious as a method of parenthesis and are often wrongly used. Much care needs to be taken to ensure that the sense of a passage and its correct punctuation are preserved. There will be instances in which a parenthesized phrase preceded by a dash will have to be followed by a comma, semi-colon or full stop.

Square Brackets [] are disconnective; their principal use is for an explanatory interpolation within quoted material. On rare occasions they have to provide for parentheses within a passage already enclosed in round brackets.

Ellipses Only three points (...), complete with a space between each pair, are required to indicate breaks or matter omitted, even when three points are in substitution for the words bringing a sentence to a close. An ellipsis representing the opening words of a sentence will be additional to but spaced from the full point at the end of a preceding sentence.

Quotation Marks Although it remains a matter of disagreement between some publishing houses, most regard 'single quotes' as the normal and resort to "double" only when an interior quotation occurs.

Smith wrote that, in his view, 'the Grand Lodge's decision on "the Brown Report" was wrong'.

AQC follows this practice.

There is further disagreement on the positioning of a quotation mark at the end of a clause or sentence. AQC prefers the use of logic:

If the entire sentence or clause is within quotes the full stop or the mark of punctuation which ends it *precedes* the final quote mark.

If the matter quoted is only the latter part of the sentence or clause the full stop or other mark of punctuation follows the final inverted comma.

The logic needs to be carefully considered in a case where an exclamation or a question mark ends the sentence or clause.

Apostrophes Whatever earlier custom may have been, it is now regarded as correct (other than in poetry) for the possessive of a singular word or name ending with 's' or 'ss' to be written thus: Jones's; princess's; one important exception: Jesus' never has an additional 's'

In Masonic writing the words 'Antients' and 'Moderns' call for especial care. It would seem preferable to refer to 'the Antient Grand Lodge' or 'the Antients' rather than to 'the Antients' Grand Lodge'. It is in any event recommended that the Grand Lodge of

1717 be described as ‘the Premier Grand Lodge’ [now spelt with an initial capital letter] rather than that of the Moderns.

Spelling, etc. (see also –ize/ise)

It may be helpful if attention is directed to one or two ‘problem’ words:

abridgement, acknowledgement, lodgement	all thus
balloted, -ing	thus; the ‘t’ is not doubled
cabbala	is the Hebrew tradition and is the Oxford choice but in some Masonic contexts, ‘Kabbala’ or ‘Kabbalah’ is customary [Kenneth Mackenzie, <i>The Royal Masonic Encyclopaedia</i> (1877; The Aquarian Press, 1987), introduced by R. A. Gilbert and John Hamill, 399–416, devotes an inordinate amount of space in explaining the word, which he spells Kabbalah]
enquiry/inquiry	After a period in which the latter spelling was supported by many authorities it now seems to be agreed that the former is correct in general use and the latter when an investigation is implied. (‘He enquired after her health.’ ‘A Court of Inquiry is to be convened.’)
inasmuch	This is one word but, for its modern usage (‘...inasmuch as it was intended to...’), the alternative ‘since’ is less pompous
judgement	thus for normal use; judgment only in legal matters
medieval	This modern spelling is now preferred to ‘mediaeval’
practice	the noun; ‘practise’ is the verb [NB Some spellcheckers in word processors or computers are geared to the US spelling and automatically change practise to practice – so should always be carefully checked]
so far as, in so far as (always separate words)	have supplanted the original use of ‘inasmuch as’ to mean ‘to the extent that’

Revised 30 July 2011; 3 August 2011.

