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| Style sheetUse this template to record the style choices you make when you write. This will keep your writing consistent.Add to, or replace, the text with your own style choices.Click [here](https://capire.co.nz/resources/what-is-a-style-guide-and-do-i-need-one/) for more tips on creating a style sheet |  | Title of my documentSourcesMacquarie Online DictionaryNZ Government online style guideLanguage**Spelling:** English rather than American (organise, colour)**Contractions:** yes (can’t)Numbers**In text:** one to nine in words; 10 and above in figures, unless used in a general sense (about a hundred people); 10,000 and above separated with commas (60,000, 850,000); spell out million and billion (three million, 10 billion)**In tables and figures:** use figures**In ages:** nine-year-old boy, 16-year-old girl; the boy is nine years old, the girl is 16 years oldPercentages**In text:** 6 percent, 20 percent**In tables and figures:** 6%, 20%**Fractions:** spell out and hyphenate (three-quarters)Measurements**In text:** 5 centimetres, unless used in a general sense (hundreds of miles)I**n tables and figures:** 5cmCurrencyUSD 1000, GBP 15,000m NZD 2 billion, AUD 500,000Dates and times18 August 201810.15 am, 2.20 pm, 12 noon, 12 midnight1970s, 1980seighteenth centuryIcon  Description automatically generatedAbbreviations**Acronyms:** no full stops (CD, GNP, USA) **Contractions ending with the same letter as the original word:** no full stops (Mr, Dr) **Abbreviations that do not include the last letter of the word:** use full stop (ed., ch.)**Initials:** use spaces but no full stops (H B Bradford)**Etc, ie and eg:** replace with plain alternatives (and so on, that is, for example)Punctuation**Em dash (—)** with a space either side: marks a sudden break of thought or adds emphasis **En dash (–)** with no spaces: separates numbers (pages 12–14) and dates (2005–2015) **Quotations:** single quotation marks with double for quotes within quotes. Indent quotations longer than four lines and do not use quotation marks. No italics for quotations**Commas:** no serial comma unless it aids clarity (I like apples, pears and lemons)Typography**Bold:** use sparingly to add emphasis**Italics:** use for titles of publications and for foreign words (not for te reo Māori)**Underline:** use only with URLsParts of the document**Title:** title case and no full stop**Headings and subheadings:** sentence case and no full stop**Table caption:** set above table. ***Table number.*** *Caption.* (Source)**Figure caption:** set below figure. ***Figure number.*** *Caption.* (Source)Notes and references**References:** [APA 7th author-date referencing style](https://libguides.library.curtin.edu.au/apa-7) for facts, publications, quotations and sources of tables and figures**Reference list:** set on new page at end of document**Explanatory notes:** use endnotes. Separate endnotes by section for long documentsAlphabetical listChoices about spelling, plurals, hyphenation, capitalization, abbreviations and italics

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| A–D | E–H |
| cost-effectivedecision-making | gender-based violencehealthcare |
| I–L | M–P |
| interrelated (one word)KickStart (new job programme) | OECD (not spelt out)percent (not per cent) |
| Q–T | U–Z |
| Sanitation Advisory Group (SAP)setup | wellbeingwi-fi |

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