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| Style sheet Use 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 document Sources Macquarie Online Dictionary  NZ Government online style guide Language **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 old Percentages **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:** 5cm Currency USD 1000, GBP 15,000m NZD 2 billion, AUD 500,000 Dates and times 18 August 2018  10.15 am, 2.20 pm, 12 noon, 12 midnight  1970s, 1980s  eighteenth century Icon  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 URLs Parts 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 documents Alphabetical list Choices about spelling, plurals, hyphenation, capitalization, abbreviations and italics   |  |  | | --- | --- | | A–D | E–H | | cost-effective  decision-making | gender-based violence  healthcare | | 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 | wellbeing  wi-fi | |

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