

## Style sheet

**Client name:** John Doe  
**Title of document:** Style sheet

### Typography and spelling

	Examples / Options	Style chosen
Language	American or British English	British spelling (e.g., neighbour)
-ise/-ize endings	organize or organise	-ize
Captions	Figure 1 or Fig. 1	Figure 1
Headings capitalization	The answer to everything (sentence case) or The Answer to Everything (title case)	The Answer to Everything (title case)
Italic font	<i>italic</i>	use for: scientific names (e.g., <i>Canis lupus</i> —note that genus is always capitalized)

### Numbers and dates

	Examples / Options	Style chosen
Numbers in words	one to nine or one to ten	one to ten
Numbers in figures	10 upwards or 11 upwards	11 upwards
Percentages	10 per cent or 10%	Running text: 10% Tables/Figures: 10%
Currency	€500 or 500 EUR	currency code (EUR)
Elision of numbers	24-5 or 24-25	24-25 (all digits)
Elision of dates	2003-4 or 2003-04 or 2003-2004	2003-2004
Decades	nineties or 90s or 1990s	1990s

## Punctuation

	<b>Examples / Options</b>	<b>Style chosen</b>
Acronyms	USA or U.S.A.	closed, no stops (USA)
Abbreviations	pm or PM or p.m.	closed, lowercase, no stops (pm)
Latin abbreviations	e.g., i.e., etc. or eg, ie, etc	e.g., i.e., etc. (with stops)
Commas	red, white and blue or red, white, and blue	serial comma (red, white, and blue)

## Word list

Here is a list of words which can be spelled in different ways. You can refer to this list if you come across the same word again within the same text and don't remember how you spelled it the first time (e.g., "decision-maker" or "decision maker").

<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	decision-maker
<b>E</b>	
<b>F</b>	
<b>G</b>	
<b>H</b>	
<b>IJK</b>	
<b>L</b>	labelling/labelled; life-cycle assessment
<b>M</b>	modelled
<b>N</b>	
<b>O</b>	
<b>P</b>	policymaker
<b>QR</b>	
<b>S</b>	spillover
<b>T</b>	
<b>U</b>	
<b>VW</b>	
<b>XYZ</b>	