

Style sheet: [Title of piece of work]

<i>Client</i>	---
<i>Contact</i>	---
<i>Author</i>	---
<i>Copy-editor</i>	Graham Hughes
<i>Date(s)</i>	---

About this style sheet

Sources used

[Client's style guide].
Oxford Dictionaries online (UK).
New Hart's Rules, second edition.

Colour scheme

Green	Specified in style guide or in communication from client.
Black	Determined using my judgement, from majority usage in the manuscript, common conventions etc.

Key

adj.	adjective
n.	noun
v.	verb

Style points

Abbreviations and contractions

Contractions are often used.

Initials: use full stops and spaces, e.g. A. A. Milne.

Spell out acronyms and initialisms on first mention within a section, with full spelling followed by acronym or initialism in parentheses, e.g. key performance indicator (KPI).

No full stop in 'Dr', Mr' etc.

Capitalisation

All headings in sentence case (i.e. initial capital only).

Job titles capitalised.

See also 'Titles of works'.

Captions

Figure 1: Description of image

Cross-references

Chapter N

Figure N

Dates and times

Dates: 10 November [2025]

Decades: the 1980s

Centuries: the 17th century

Times: 8:15am, 3pm

Italics and bold

Italics are used for emphasis, but sparingly.

See also 'Titles of works'.

Lists

Bullet lists are used except where numbers would be useful, in which case numbered lists are used.

Full sentences: each item starts with a capital letter and ends with a full stop.

Partial sentences: no initial capitals; only the final item ends with a full stop; others have no end punctuation.

Numbers

Words for one to ten; numerals for 11 and above.

Thousands: 1,234; 12,345

Millions and billions: 2m, 2bn

Page ranges: 180–185

Measurements: 12 km (non-breaking space)

Money: £5,000

Percentages: 5%

Punctuation

End punctuation for quotes: UK style.

Parenthetical dashes: spaced en rule.

Serial (Oxford) comma not used except where it aids clarity.

Quotation marks: single (double within).

Hyphenation: general style is hyphen-light.

Spelling and vocabulary

UK with -ise.

Dictionaries used: see 'Sources'.

-ed endings are used for 'learned' etc.

Also see 'Word list'.

Titles of works

Books: italic, no quotes, title case.

Articles, papers etc.: roman, single quotes, sentence case.

Web addresses

Hyperlinks are included.

'https://' etc. and 'www' are omitted in visible addresses.

Word list

ad hoc, ad hoc ---

advisor

amid

among

benefited/-ing

biodiversity

break point

cash flow

continuing professional development (CPD) (not continued or continual)

cooperate

coordinate

cyber security

decision-maker

decision making, but decision-making ---

end user

event-driven

ever-changing

face to face, but face-to-face ---

fine-tuned

focused/-ing

full-time, full-time ---

future-proofing

go-live (n.)

the Government

groupthink

health care

helpdesk

historical (not 'historic', when meaning 'pertaining to the past')

information sharing

interlinked

interrelated

lean (the methodology)

life cycle

marketplace

out-turn

overconfidence

oversimplify

Paris Agreement

policy maker

predetermined
pre-emptive
proactive

reassess
reassign
reintegration
rephrase
replan
reposition
reprioritise
resilience (not resiliency)
rollout (n.)

safety net
set-up (n.)
skill set
sociopolitical
subcontracted
subculture
subject-matter expert

textbook
timeboxed/-ing
time frame
trade-off (n.)

under-resourcing
usable
U-turn

waterfall (approach to project management)
well-being
Western (relating to the geopolitical West)
while (not whilst)
workstream