

Style Sheet

You can fill in this style sheet template according to your own preferences or guidelines you are following. In the left-hand column are some examples of what you might want to consider. Remember, consistency is the key to successful writing!

Spelling <ul style="list-style-type: none">▪ <i>UK English: e.g. colour, centre, behaviour, organise</i>▪ <i>US English: e.g. color, center, behavior, organize</i>	
Punctuation <ul style="list-style-type: none">• <i>En and em dashes</i>• <i>Oxford comma</i>	
Quotation marks <ul style="list-style-type: none">▪ <i>Single or double?</i>	
Grammar <ul style="list-style-type: none">• <i>Use of first person pronouns (I, we)</i>• <i>Capitalisation: Table 1, Figure 2</i>	
Abbreviations and acronyms <ul style="list-style-type: none">• <i>Doctor - Dr (note that a full stop is used in US English: Dr.)</i>• <i>Content and Language Integrated Learning (CLIL)</i>	
Numbers <ul style="list-style-type: none">• <i>Use an en dash (–) for numbers in a range (e.g. 1999–2000)</i>• <i>Write out numbers under 10 and use figures for 10 and above.</i>	



<p>Paragraph indentation</p> <ul style="list-style-type: none"> ▪ <i>Indent first line of new paragraphs (but not the first line of a new section) or leave a line between paragraphs.</i> 	
<p>Chapters</p> <ul style="list-style-type: none"> • <i>Should each chapter start on a new page?</i> 	
<p>Style</p> <ul style="list-style-type: none"> ▪ <i>Italicise terminology</i> ▪ <i>Use passive voice</i> ▪ <i>Formal language</i> 	
<p>Referencing Style: <i>e.g. APA</i></p> <p><i>In text reference:</i></p> <p>(Ahmed, 2012, p. 3)</p> <p><i>References:</i></p> <p>Ahmed, S. (2012). <i>On Being Included: Racism and Diversity in Institutional Life</i>. Duke University Press.</p>	

