

### Spelling

- Which language variant should be used in the translated documents (e.g. British/American English)?
- Which spelling rules should be followed? (e.g. if British English, Oxford spelling – -ize instead of -ise?)

### Hyphenation

- Should compound words be spelled with hyphens or as one word?
- Should hyphens be used after prefixes?

### Italics

- Should italics be used for emphasis/foreign words/scientific notations/titles of publications?

### Numbers

- Which numbers should be spelled out or expressed numerically?
- Use the 12-hour or 24-hour clock?
- Use decimals or fractions?

### Dates

- Day/month/year, month/day/year or year/month/day?
- Should dates be written out in full or shortened as numbers?

### Punctuation

- What should double/single quotation marks be used for?
- Should the punctuation fall inside or outside the quotations?
- When should parentheses/square brackets be used?

### References

- Should footnotes or endnotes be used?
- Which form of citation/bibliographic reference should be used (e.g. Harvard, Chicago Manual of Style, etc.)?

### Acronyms and abbreviations

- Should acronyms and abbreviations be separated by full stops?
- Should acronyms always be spelled out in full when mentioned for the first time?
- Is it OK to start a sentence with an acronym?
- Should months/units of measurement be abbreviated?
- Are there any specific expressions for which the acronym/abbreviation should not be used?
- Are there any specific expressions for which only the acronym/abbreviation should be used (i.e. never spelled out in full)?

### Currencies

- How should currencies be expressed (symbol or official abbreviation)?
- Should the symbol/abbreviation come before or after the number?
- If a number expressing an amount of money is spelled out, should the currency be spelled out too?

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### Bulleted lists

- Should bullets be used instead of numbers or letters?
- How should lists of single words be separated (commas, full stops, nothing)?
- How should lists of phrases, or strings of words, be separated (e.g. a semi-colon after each phrase and a full-stop at the end)?
- Should the first word of each line item be capitalised?

### Titles and Headings

- Should title case be used for titles, headings and subheadings (this capitalises the first letter of each word, with the exception of articles and short prepositions)?

### Preferences and exceptions

- Should job titles be capitalised?
- Are there any expressions that should not be used?
- Are contractions permitted (e.g. isn't, doesn't)