

Style Guide

The following table defines how text and information should appear in the briefings.

Headings, Text, Citations etc	Format
Citations	Harvard http://www.shef.ac.uk/library/libdocs/hsl-dvc1.html
References	Reference numbers are to appear in brackets immediately after the relevant text and, if more than one, be separated by commas. Example: People with learning disabilities experience higher rates of ill health (2, 3, 4) and have more complex health needs (5, 6, 7).
Fonts & Titles	Briefing title: Arial 16 Section titles: Arial 14 Text: Arial 12 Title cases: Why this issue is important Organisational Knowledge *Check previous briefings
Date	Day Month Year / Month Year 12 March 2004
Text (Capitals)	Do not include any complete words in capitals anywhere (Specialist not SPECIALIST), except for acronyms
Text (Italics)	Do not include any words in italics anywhere
Text (Underline)	Do not underline any words anywhere

Text (Bold)	Do not use bold anywhere in the text or headings
Text (Abbreviations and Acronyms)	Provide both the full version of any acronym or abbreviation (followed by the acronym or abbreviation itself in brackets) wherever they first appear in the text (but not the title) of a record. Thereafter, use only the acronym or abbreviation. This means all such terms are explained and should also ensure a search for either the full version or the acronym will be successful.
Text: Quotations	All quotations should appear in “double quotations marks”
Text (Bullets)	Do not use bullets anywhere
Text (Spelling)	Variant spellings: Use the spellings as they appear in the OED, for example, -ise not -ize, unless the convention is otherwise. Hyphens: only use hyphens for compound adjectives
Text (numbers)	Text: Write any numbers in the text as words, unless the number is greater than 100 or there is a sequence of numbers (5 babies, 17 infants, 45 children and 6 adolescents, 2000 light years from home) Percentages: Write any percentages which appear in the text as words (fifteen percent), unless the number is a sequence of numbers (7% showed improvement, 23% showed no change and 48% improved)
URLs	Titles of documents are to appear as hyperlinks
Text (style)	Write as simply as possible. The Plain English Campaign suggests an average length of 15-20 words.
Terminology	Use terms consistently so that it is always clear to the reader what is being discussed. For example, “practitioner knowledge” – do not start using “good practice” or “innovative practice” to describe something which has already been described and defined as “practitioner knowledge”
List of References	A one sentence summary is to be provided for each item