|  |  |  |
| --- | --- | --- |
| Style Sheet | | |
| **Company/Dept./Project:** |  |
| **Author(s):** |  |
| **Editor:** |  |
| **Proofreader:** |  |
| **Version/Last Update:** |  |

# Conventions

|  |  |
| --- | --- |
| Spelling convention | New Zealand English Spelling (-tre, -our, -ise) |
| Dictionaries | New Zealand Oxford Dictionary, www.maoridictionary.co.nz |
| Style manual | New Oxford Style Manual |

# Capitalisation

|  |  |
| --- | --- |
| In titles and headings: |  |
| In captions: |  |
| Following colons: |  |
| Following em dashes: |  |
| For special terms: |  |

# Fonts

|  |  |
| --- | --- |
| Cover sheet/document title: |  |
| Chapter/section titles: |  |
| Body text: |  |
| Text headings: |  |
| Headers: |  |
| Footers: |  |
| Folios (page numbers): |  |
| Captions: |  |
| Tables: |  |
| Table of contents: |  |
| For emphasis: |  |
| For special terms: |  |
| Other: |  |

# Headers and Footers

|  |  |
| --- | --- |
| Header content (odd, even, and first page, plus front/back matter): |  |
| Header location (odd, even, and first page): |  |
| Footer content (odd, even, and first page, plus front/back matter): |  |
| Footer location (odd, even, and first page): |  |
| Folio (page number) style (lowercase roman or Arabic for front matter): |  |
| Folio location (odd, even, and first page): |  |

# Lists

|  |  |
| --- | --- |
| Bulleted lists: |  |
| Numbered lists: |  |
| List introductions: |  |
| List item capitalisation: |  |
| List item punctuation: |  |
| List item lead-ins: |  |
| Lists within lists: |  |
| Other: |  |

# Numbers

|  |  |
| --- | --- |
| Spelled-out numbers: |  |
| Numerals: |  |
| Commas in numbers: |  |
| Dollar amounts: |  |
| Rounding: |  |
| Percentages: |  |
| Dates: |  |
| Times: |  |
| Telephone numbers: |  |
| Units of measure: |  |
| Other: |  |

# Punctuation

|  |  |
| --- | --- |
| Oxford/series commas: |  |
| Dashes: |  |
| Quotation marks: |  |
| In headings: |  |
| Other: |  |

# Spacing

|  |  |
| --- | --- |
| Number of spaces following colons and between sentences: |  |
| Margins: |  |
| Indents: |  |
| Body text: |  |
| Above/below headings: |  |
| Above/below lists: |  |
| Above/below tables: |  |
| Above/below captions: |  |
| Justification: |  |
| Other: |  |

# Symbols

|  |  |
| --- | --- |
| Ampersands: |  |
| Degree symbols: |  |
| Mathematical operators: |  |
| Monetary symbols: |  |
| Percent signs: |  |
| Other: |  |

# Tables

|  |  |
| --- | --- |
| Table styles/content: |  |
| Column widths: |  |
| Text spacing: |  |
| Capitalisation: |  |
| Abbreviations/numbers: |  |
| Other: |  |

# Word List – *include all spelling decisions, unusual words, unknown words, proper nouns, capitalisation, cross references*

|  |  |
| --- | --- |
| A |  |
| B |  |
| C |  |
| D |  |
| E |  |
| F |  |
| G |  |
| H |  |
| I |  |
| J |  |
| K |  |
| L |  |
| M |  |
| N |  |
| O |  |
| P |  |
| Q |  |
| R |  |
| S |  |
| T |  |
| U |  |
| V |  |
| W |  |
| X |  |
| Y |  |
| Z |  |