

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 | |