

# Editorial Style Guide

## Why do we need an editorial style guide?

We need to make our messages as clear and concise as possible. It's also important to demonstrate we are all part of one professional, joined-up organisation. To help do this we need to use a consistent tone of voice and style of writing, no matter who or which part of the organisation is speaking. Editorial style guidelines can help us achieve this consistency – newspapers, broadcasters and large companies all develop individual style guides, appropriate to their organisation. Most government departments also have their own editorial style guide.

## How to use this guide

This guide is in alphabetical order – for instance, if you want to know how we abbreviate a word, click 'A' on the A to Z menu at the top of the page and then scroll down to 'Abbreviations', or check under the first letter of the specific word you want to abbreviate.

This guide applies to everything we write, whether it's a policy document or a submission to a minister, a web page, promotional leaflets or wording on signs in the public areas. It's a detailed document, which aims to cover the most common issues that crop up rather than answer every query you may have. If you have a query that you can't find the answer to here, please speak to the [Marketing and Communications team](#).

If you don't have a specific query, here are the top ten tips to remember:

1. Avoid using jargon and keep copy clear, concise and simple.
2. Do use plain English and don't be afraid to simplify and summarise complex points.
3. Vary sentence length, but do try to keep sentences short. Use paragraphs and bullet points to break up large areas of text.
4. Try to use active rather than passive verbs.
5. Capital letters should be used sparingly, but where grammar dictates. Using too many initial capital letters makes text hard to read, so do not use for emphasis or just to make something seem more important.
6. Always use British spelling, not American.
7. Avoid using acronyms and abbreviations – never make up acronyms just to save space.
8. Always use The National Archives rather than TNA.
9. Copy should be accurate and proof-read before publication, preferably by someone other than the author.
10. Do come and speak to colleagues in Marketing and Communications if you have any queries.

This guide is for internal use only. In addition, there are [specific cataloguing guidelines on Narnia](#).

There are [templates](#) for different sorts of documents (such as Word documents, PowerPoint presentations and posters) available on Narnia. If you need further advice about the way the document you're producing looks (font size, colour or layout) then please check the [brand guidelines on Narnia](#) or speak to the [Marketing team](#).

## Getting the basics right

### No jargon

As a government department, we're committed to using plain English and avoiding jargon. Any group of people working together will develop their own specialised, shared vocabulary and The National Archives is no exception. This isn't a problem, until we are trying to communicate with those outside of our own group, when our shared vocabulary starts to sound like jargon. You need to tailor your message to the audience you're writing for, but remember that many people will not be familiar with a lot of the words and phrases we use.

### Plain English

Don't be afraid to simplify and summarise complex points, if only to get people to read further and find out the detail for themselves. Think of the structure of newspaper articles – headline, summary paragraph and then the rest of the story. Each gives a little more detail, and lets the person reading decide whether they want to read the whole piece. That's a good model for almost any kind of informative writing.

Using plain English means writing with the reader in mind and making your message clear and concise. The first rule of writing is to know what you're trying to say, and to keep it simple, using everyday English where possible. Vary sentence length, but do try to keep sentences short. (If the majority of your sentences include more than 15 to 20 words, you need to look again at sentence lengths.) And try to use active rather than passive verbs where you can. 'The Minister gave a speech' is better than 'A speech was given by the Minister'. Tell people who did what, in that order. Also, try to avoid archaic language, for example use among not amongst, or while not whilst.

### Capital letters and acronyms

Using too many capital letters (and using them as a way of making something sound more important) makes text hard to read. This guide gives a list of acceptable words to capitalise, and those we shouldn't. Remember also that acronyms and abbreviations used internally (for example, CEE or DSD) will not be understood by most visitors to The National Archives, or by external contacts. So, think twice before using acronyms, and as a general rule, do spell out what an acronym or abbreviation means the first time you mention it.

Do not make up unnecessary acronyms and abbreviations just to save space.

Do not put full stops in abbreviations (use BBC rather than B.B.C.).

## Spelling

This editorial style guide is not a guide to spelling. For spelling, see the most recent Oxford English Dictionary (OED). The National Archives has an online subscription to OED, which staff can access through The National Archives' [eLibrary](#). As with all UK government departments, we always use British and *not* American spelling (we spell with an 's' and not a 'z', as in 'organisation', not 'organization') If you're using the automatic spell check on your PC, make sure the British English setting is used. Some words whose spelling commonly causes problems are incorporated into the style guide, under the respective S letter. This editorial style guide is not a guide to grammar, though it does include some references to grammar.

## Writing submissions and how to address ministers

The same general advice about writing style also applies to submissions and letters to ministers. You need to write in a clear, concise and straightforward way if you want a minister to read and engage with what you've written. For guidance on how to address correspondence to ministers (as well as judges and military personnel of various ranks), see the information provided by the Ministry of Justice. For specific advice on drafting submissions, please speak to [\[name redacted\]](#) or [\[name redacted\]](#) in the Chief Executive's Office.

Redacted under FOI  
Exemption Sec 40(2)

## Copyright and publishing notices

Copyright is part of the family of intellectual property rights that also includes trademarks, designs and patents. It protects literary, dramatic and artistic works. It also protects the typographical arrangement (that is, the design and layout) of published works. The person or organisation that created the work usually owns the copyright. In the case of copyright works produced by civil servants, the Crown owns the copyright. We need to make it clear to users of official documents and websites where the copyright rests and the policy for its re-use.

As we are the department responsible for issuing guidance to other government departments, agencies and all users of Crown copyright protected materials, it's important that all of our own materials include the appropriate copyright and publishing notices.

The copyright notice you must use will depend on how the material is made available. For example, the notice on a free leaflet will be different to that appearing in a publication or book offered for sale. If you have queries or need specific advice, contact [\[name redacted\]](#) for general copyright queries, or email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk) for Crown copyright queries.

## Using other people's copyright

If a department uses non-Crown copyright material, it is important that the material should be acknowledged appropriately. Departments must obtain permission from the copyright owner who will normally specify the form of acknowledgment required. (If copyright material is re-used without the permission of the copyright owner, it constitutes a copyright infringement. Under UK law, copyright infringement is a criminal offence.)

## Environmental statement

The government encourages suppliers to provide consumers with appropriate environmental information about their products. Claims should be in line with Defra's [Green claims guidance](#). We recommend that a claim such as the following example should be included on the same page as the copyright information on printed documents:

**The material in this publication is constituted from 75% post-consumer waste and 25% virgin fibre.**

(Of course, any paper you then use to print upon must meet this claim if you use it.) Contact the [Marketing team](#) for advice and a list of approved printers with green credentials.

## Updating the guidelines

The intention is for this guide to cover the most common issues that arise, rather than all issues. But if you spot an area you feel is missing that would be relevant to most people, then please do contact the Marketing and Communications team.

To help retain effective version control, this guide will only be available on Narnia and can only be edited by a few members of Marketing and Communications and the Web Team.

Any additions to the guide will be on an irregular basis, so the version on Narnia will always be the most up-to-date one. Please do not print out this guide: always consult the version on Narnia.

## A

### a or an before h?

- Use an if the h is silent (as in an heir) Use a if the h is aspirate (a holiday).

But: historical is an exception as it takes an.

### abbreviations (and acronyms)

An abbreviation is a shortened word or phrase used in place of the whole word or phrase. An acronym is a pronounceable name made up of a series of initial letters or parts of words.

- Do not make up unnecessary abbreviations or acronyms just to save space.
  - Where using a lesser-known abbreviation or acronym, spell out in full on first mention.
  - Do not follow abbreviations with punctuation (unless grammar dictates otherwise): so, use 'the entrance is a 100 m walk from the car park', not '100 m. walk from the car park'.
  - Avoid using e.g. and i.e. - these are not plain English. Consider using 'for example', 'such as', 'like' or 'including' instead of 'e.g.'. 'ie' - used to clarify a sentence - isn't always well understood. Try (re)writing sentences to avoid the need to use it. If that isn't possible, use an alternative such as 'meaning' or 'that is'.
  - Do not use an abbreviation where it can cause confusion (such as l for litre): in such cases, spell out the word in full.
- Some acronyms are sufficiently recognised by their initials that it is not necessary to spell out in full even on first mention (BBC, DVLA, FBI and NASA).

Abbreviations and acronyms used for internal departments at The National Archives are listed on Namia. Please do not use these acronyms externally. If you use any of them for internal communications, always spell out departmental acronyms on first mention. Remember that department names can change over time, and so will the acronym, which can lead to confusion and reinforces the need to spell out acronyms on first mention. Avoid using TNA internally and never use TNA externally; always spell out The National Archives in full.

## accents

- Do not use on upper case letters
- Do not use on foreign words that are commonly used in English unless pronunciation is changed by their omission.

## accommodate/accommodation

## acknowledgment – not acknowledgement

## acting – always lower case: acting prime minister, acting committee chair

## Acts of Parliament/bills/codes of practice/directives

- Spell out name in full on first mention and use upper case, for example Criminal Justice Act (1998); on subsequent mentions it is permissible to say the act, the code, the bill, the directive (note lower case).
- Always give the year when referring to an act.
- White Paper/Green Paper (upper case).
- private member's bill (lower case). bills
- remain lower case until passed into law.

## adaptation – not adaption

## adapter (person)

## adaptor (device)

## addresses

- Use the postcode and always spell words out in full (Bond Street not Bond St).
- Separate by commas where an address is run on – but no punctuation after a house number or before the postcode. For example: The National Archives, Kew, Richmond, Surrey TW9 4DU
- If the address is deliberately set on separate lines, there is no punctuation:

The National Archives

Kew

Richmond

Surrey

TW9 4DU

## adviser (e not o) – but advisory

**affect – verb meaning to influence. Noun is effect. To effect is to cause, bring about a result.**

## A level (not A-level or A Level) alphabetical order

- Use alphabetical order in text where listing organisations.
- Ignore the word The and A – so The Food Standards Agency comes under F, not T;

- The Cabinet Office under C. Mac and Mc are both treated as Mac – although if using both together McAleese comes before MacAlpine.

### **amid – not amidst**

### **among – not amongst**

### **ampersands (&)**

Do not use ampersands in sentences in the main text of leaflets, documents etc, unless it is part of a corporate name or department (M&S). It is acceptable to use ampersands in charts, tables or signs to save space, but please use sparingly.

### **and**

Despite grammatical rules you may have learnt at school, it is now generally acceptable to start sentences with And or But if it is appropriate, although you should use these sparingly.

### **apostrophes**

Apostrophes are mostly used to show:

- possession in nouns
- show an omission

#### **To show possession**

A noun changes its form to show that it owns or is closely related to something else. The usual way it changes is by adding an apostrophe and s.

To see if you need to make a possessive, turn the phrase around and make it an 'of the...' phrase. For example:

- the boy's hat = the hat of the boy
- four days' journey = journey of four days

#### **Add an apostrophe and s to singular nouns and to plural nouns that do not end in s**

For example: Sarah's book; Simon's cat; his boss's views (one boss); the jury's verdict; the children's toys.

You can form the possessive case of a singular noun that does end in s by either adding an apostrophe and s, or just adding an apostrophe after the s – be guided by pronunciation. If the additional s would not be said when speaking, do not add it.

For example: Mr James's book; Dickens's novels; Barclays' profits.

The National Archives is a singular noun and has no apostrophe ('The National Archives has 600 members of staff'). However, it has a plural possessive apostrophe, for example 'The National Archives' style guide' (= the style guide of The National Archives).

#### **Add an apostrophe without an extra s after plural nouns ending in s**

For example, the Beckhams' house; his bosses' views (lots of bosses).

When talking about one reader and one ticket, the apostrophe goes before the s (Reader's Ticket). But when you're describing more than one reader and more than one ticket use Readers' Tickets.

#### **To show an omission (see also contractions)**

Apostrophes are used to show missing letters when words are shortened.

For example, it is becomes it's; we will becomes we'll; do not becomes don't.

### **armed forces – the British army, the navy, but Royal Navy, Royal Air Force or RAF**

### **A2A – abbreviation for Access to Archives, and as with other abbreviations and acronyms, spell in full on first mention**

### **avant garde (no hyphen)**

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## **B**

**BBC (recognisable abbreviation so no need to spell out in full)**

**benefited (one t)**

**biannual (twice a year; biennial – every two years)**

**billion (a billion is a thousand million – 1,000,000,000)**

**bills (see Acts of Parliament/bills/codes of practice/directives)**

**brackets**

If the sentence is complete without the information contained within the (round) brackets, the punctuation stays outside the brackets. (If the whole sentence is within brackets put the full stop inside.)

Square brackets are used in direct quotes to show additional essential information added by the writer, not the person speaking/quoted.

**brand names**

This guide includes some individual references to other government departments, brands and shops but the cardinal rule is to check the spelling with a company or department itself (or check the website).

When mentioning more than one brand/shop/company/department, use alphabetical order (in text) unless a different order is intentional (in which case you need to say what it is).

When listing other government departments or using their logos in publications, also take into account that each department will have brand guidelines on where to position logos and minimum font size etc. If using the logo of another government department, make sure you speak to the brand team within that organisation before using it. Most are flexible about logo positioning, but you should always check with the brand manager to make sure. (Note: if using the HM Government or Civil Service logo, refer to the [Cabinet Office brand team](#).) See also government departments, and see individual listings throughout.

**Britain**

Britain is the official shortened form of the United Kingdom of Great Britain and Northern Ireland. Used as adjectives, British and UK mean the same thing. Great Britain, however, refers only to England, Wales and Scotland. (The Channel Islands and Isle of Man are not part of the UK, but they are Crown dependencies.)

**budgeted (one t) bullets (a typographical device to indicate items**

**or points in a list)**

- Don't over use bullets in running copy, but they can be used more frequently when writing for the web.
- Don't use bullets if you have a very long list (say more than nine or ten items) – consider splitting the list into named sections instead.
- Second and subsequent lines should line up with the first line.
- When each item does not make a sentence, start with a lower case letter (unless grammar dictates otherwise), and use a full stop only at the end. Words that precede end with a colon. For example:

It is well worth buying:

- meat and fish in bulk
- fruit and vegetables in season
- wholefoods from wholesalers.

When each point is a full sentence, start with an initial upper case letter in each case and end with a full stop. For example:

There are some things you should check when taking your car to a garage.

- Have the engine bay and engine steam cleaned to remove the oil and grime that might allow a fire to take hold.
- Have wiring inspected for chafing and wear.
- Pay particular attention to wires and rubber grommets.

(The exception to this rule is when writing for the web, as we do not use full stops when writing bullet points on the website.)

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## C

**capital letters (or upper case letters) (see also titles)**

Using capitals causes us problems at The National Archives, so this section is particularly detailed. As with any aspect of style, it is difficult to be wholly consistent – there are almost always exceptions, so if you are unsure check for an individual entry in this guide. But here are the main principles: Capital letters should be used sparingly. Using too many initial capital letters makes text difficult to read and is distracting to look at on the page. Do not use capital letters just for emphasis or to make something seem more important than it is (document lockers not Document Lockers).

## upper case

The general rule is use upper case letters sparingly but where grammar dictates (at the beginning of sentences and for proper nouns, which are nouns that refer to specific people, places, things and organisations).

- Do use initial upper case when you wish to be specific: for example British Standard (standards in general).
- Do use initial upper case letters for accepted abbreviations (FSA for Food Standards Agency).
- Do use for people's titles, where we are being specific (Mr John Smith, President Kennedy).
- Do use for publications/reports etc as given in the original (but see cataloguing guidelines for specific advice when creating catalogue entries).
- Do not capitalise directions (north, south, east, west) unless you are referring to a specific region (the North, the West Country).
- Do not use upper case for the seasons, and spell bank holiday with a lower case b and lower case h.
- Do not use accents on upper case letters for foreign words/phrases.

## Acts of Parliament/bills/codes of practice/directives

Use upper case, for example Criminal Justice Act (1998); on mentioning subsequently, it's permissible to say the act, the code, the bill, the directive (note the lower case).

White Paper/Green Paper (upper case) private member's bill (lower case) and bills

remain lower case until passed into law **artistic and cultural**

Names of institutions take upper case initial capitals (British Museum, National Gallery, Royal Albert Hall, Tate Modern).

## churches, hospitals and schools

Use capitals for the proper or place name, but give lower case to the rest

(St Peter's church or Great Ormond Street children's hospital).

## government departments, organisations, treaties etc

Organisations, government agencies, ministries, departments, treaties, acts etc generally take initial capitals when their full name is used; The National Archives, Amnesty International, the Scottish Parliament (the parliament), the Welsh Assembly (the assembly), the Household Cavalry, Metropolitan Police, High Court, Court of Appeal, Treaty of Rome, the Public Records Act (1958) etc.

But organisations, committees, commissions, special groups etc that are impermanent, ad hoc, local or relatively insignificant should be lower case. For example: the international economic subcommittee of the Senate Foreign Relations Committee, the Oxford University bowls club.

## informal descriptions

Use lower case for rough descriptions (the American health department). If you are not sure whether the English translation of a foreign name is exact or not, assume it is rough and use lower case.

In finance and government, there are particular exceptions to the general rule of initial capitals for full names, lower case for informal ones. After first mention, the House of Commons (or Lords) both become the House, and the World Bank and Bank of England both become the Bank. Organisations with unusual names, such as the African National Congress, or the European Union, may become the Congress, and the Union. But most other organisations (agencies, banks, commissions etc) take lower case when referred to incompletely on second mention.

## headings

Do not use a final full stop after headings (including headings to a report). Also, do not use initial capitals for every word in a heading. For example, Facilities on the first floor, not Facilities on the First Floor.

## historical events

Historical events used as dates should have initial capitals for words of substance (the Renaissance or the Industrial Revolution). Named wars, battles and treaties also take initial capitals for key words (the Civil War or Treaty of Versailles 1919).

## Parliament

Parliament takes upper case. But the opposition takes lower case, even when used in the sense of Her Majesty's loyal opposition.

## political parties

The full name of political parties is upper case, including the word party (the Labour Party). When referring to a specific party, write Labour, but use lower case in looser references to liberals, conservatism, communists etc. Tories, however, are always upper case.

A political, economic or religious label formed from a proper name (Napoleonic, Jacobite, Luddite, Marxist, Thatcherism, Christian, Buddhism, Hindu, Islamic) should have a capital.

### places

Use upper case for definite geographical places, regions, areas and countries (The Hague, Germany), and for vague but recognised political or geographical areas: the Middle East, South Atlantic, the West (as in the decline of the West), the Gulf, the North Atlantic, South-East Asia, the Midlands, the West Country.

Lower case for east, west, north, south except when part of a name (North Korea, South Africa, West End).

Europe's divisions are no longer so geographically precise, so use lower case for central, eastern and western Europe. But North, Central and South America are clearly defined areas, so should be given initial capital letters, as should Central, South, East and South-East Asia.

Use West Germany (West Berlin) and East Germany (East Berlin) only in historical references.

The third world is in lower case (but is no longer used so frequently now that the communist second world has disappeared). If in doubt, use lower case.

Use capitals for particular buildings even if the name is not strictly accurate (the Foreign Office).

For airports and bridges give capitals to the name but lower case for the generic part (if necessary at all), for example Heathrow, Gatwick (no need for 'airport'), Liverpool John Lennon airport, Golden Gate bridge.

### The National Archives

Departments within The National Archives take initial capitals (Collection Care or Advice and Records Knowledge). Specific rooms will take upper case (Research & Enquiries Room or Map and Large Document Reading Room) but when used generically use lower case (reading rooms). See also titles.

### miscellaneous (upper case)

- Bank of England (the Bank)
- British Empire
- Cold War
- Court of Appeal
- Crown Prosecution Service
- Document Reading Room (do not abbreviate)
- First World War
- Heritage Lottery Fund
- High Court
- House of Commons (the House)
- House of Lords (the House)
- the Household Cavalry
- Map and Large Document Reading Room (do not abbreviate)
- Metropolitan Police
- Ministry of Justice
- The National Archives (do not use TNA or Kew when referring to The National Archives)
- National Curriculum
- Prerogative Court of Canterbury
- Research & Enquiries Room (not Research and Enquiries Room)
- St Paul's Cathedral (the cathedral)
- the Scottish Parliament (the parliament)
- Second World War
- Start Here Zone
- Treaty of Rome

the Welsh Assembly (the assembly) **miscellaneous**

### (lower case)

- chief whip
- civil servant
- civil service
- common market
- communist (generally)
- constitution
- cruise missile
- document lockers
- euro (the currency)
- first floor
- reading rooms
- government (unless being specific, for example, the Labour Government of 1997)
- history (not History)
- internet
- key stage 3 (not Key Stage, keystage or KS)
- new year (but New Year's Day)
- opposition
- the press
- the right
- the vision (of The National Archives)
- world wide web
- **captions – do not use a closing full stop (this applies only to the last sentence in the case of extended picture captions)**
- **CD-Rom/CD-Ram chatroom**
- **check in (verb); check-in (noun)**
- **check**
- **out (verb); checkout (noun)**
- **checklist (one word)**
- **childcare (one**
- **check**

## **word, as is healthcare) circumstances (use in, not under) codes of practice**

### **(see Acts of Parliament/bills/codes of practice/directives) collective nouns**

Nouns such as committee, family, team and government take a singular verb or pronoun when thought of as a single unit, but a plural verb or pronoun when describing a collection of individuals:

the committee gave its unanimous approval to the proposal; the committee enjoyed chocolate biscuits with their tea

the family can trace its history back to the middle ages; the family were sitting down, scratching their heads

## **colons**

A colon is used before a clause that explains the previous statement:

The daily newspaper contains four sections: news, sports, entertainment, and classified ads.

A colon can be used to introduce a list, and also to introduce direct quotes:

A spokesperson for The National Archives said: 'Information is the currency of government'.

## **commas**

The Oxford (or serial) comma is an optional comma before the end of the word 'and' at the end of a list. Do not use it unless it is required to retain sense (for example, use 'followed by his parents, a baboon, and a kangaroo' not 'followed by his parents, a baboon and a kangaroo').

## **compare with**

Use 'compare with' when highlighting differences. (Use 'compare to' when highlighting similarities.)

## **compass points**

- Use lower case (the north, the south, southwest England, west London)
- Upper case is used only when the region is a specific part of a title (South and West Regional Health Authority), or when part of a country (South America), or when it is a recognisable region (the West End, the Southeast).

## **complement/compliment/complimentary**

- to complement is to make complete
- to compliment is to praise a
- complimentary copy is free

## **continent/continental (but Continent when referring to countries across the Channel)**

### **contractions**

- Depending on your audience, it is acceptable to contract words such as there is (to there's), but avoid having too many of them, especially in one paragraph. Pay particular attention with 'there's' which is often wrongly used for 'there are'.
- Do not use where the use of the apostrophe makes the contracted version ugly on the ear and to the eye – so, out of preference use it will (not it'll) and avoid in particular 've as a contraction for have (so, must have not must've).

## **cooperate/cooperative**

### **coordinate/coordinator copyright notices (see**

### **introductory notes about copyright) councils**

Councils take lower case apart from the place name: Bristol city council, London borough of Southwark or Hampshire county council.

## **countries**

Remember that Europe currently includes the UK/Britain. So, if you are using Europe to mean countries across the Channel, use on the Continent instead (upper case C).

See also Britain

## **courts**

Use lower case unless referring to a specific one, such as Prerogative Court of Canterbury. But note: High Court is always upper case.



## COVID-19

The illness COVID-19 is caused by coronavirus. Coronavirus is lower case.

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## D

### dashes

A dash is longer than a hyphen and is used differently. The hyphen is on the keyboard between the number zero and the + symbol key, and is used to link two words together (home-made jam). (See also hyphenation.)

There are two main types of dashes, em dashes and en dashes. An em dash is a lot longer than a hyphen, and is called an em dash as it was originally the length of the letter M (—). These days, the em dash is rarely used in the UK, but is commonly used in the USA in instances where we would use an en dash.

The shorter (but longer than a hyphen) en dash (originally the length of the letter n (–)) can be used to separate a thought in a sentence or to show a break in a thought. You can use en dashes in pairs – in a similar way to using brackets – or just one en dash can be used to separate the end of the sentence from the main body if you want to emphasise something or mark it out as a break in a thought. House style is to put a space before and after an en dash.

The en dash is also used when showing a range of numbers or dates etc. For example, 'see pages 45–49'. House style is not to add a space either side when using en dashes in ranges.

Both the en dash and em dash can be found in MS Word via the tool bar at the top of your screen (click on Insert, then Symbols, and you can insert the dash into your document from there). Don't over use dashes, and avoid using more than one per sentence or even one per paragraph if possible.

### data protection

Anyone who publishes or makes material available that contains information about living identifiable individuals must comply with the Data Protection Act (1998) that came into force on 1 March 2000. For more information see our data protection policy and procedures.

Information about the Data Protection Act and the obligations placed on those who process personal data can be obtained from the Information Commissioner's website. If you have any queries, contact [\[name redacted\]](#).

Redacted under FOI  
Exemption Sec 40(2)

### dates

- 1 January 2016 (please don't abbreviate months).
  - If you need to include a day, then state that first (Tuesday 1 January 2016).
  - Do not use ordinals (st, nd, th, rd) when writing a specific date (ie don't say 20th January 2016).
  - If you need to give a range of dates, the days should be separated by an en dash with no spaces (2–6 May 2008), but if you include weekdays use 'to' (Saturday 2 to Tuesday 6 May 2016).
  - Centuries should be written in lower case in this format: 20th century, 16th century
  - 20th century (used adjectivally it is hyphenated – 20th-century house).
  - April to August 2016 (no need to repeat year).
  - Do not use an apostrophe if abbreviating a year. If you do need to abbreviate a year, use 90 (no apostrophe), but avoid where possible – so 1990s (not 1990's); 90s(not '90s).
  - 2007–08 for tax years and academic years, but 2007 to 2008 for everything else.
- First or Second World War (not World War 1/2).

### dependant (noun)

### dependent (adjective) different – different from not

### different to or different than direct quotes – as far as

### possible, quote verbatim disabled person

The National Archives uses the [social model](#) in its approach to disability issues. A social model approach is based on the fact that people with impairments are disabled by physical and social barriers and that the 'problem' of disability results from social structures and attitudes rather than from a person's impairment or medical condition. You need to bear this in mind when deciding what format and language to use in written materials.

Acceptable terms and phrases include: disabled, disabled person, wheelchair user, access requirements, accessible toilet.

Unacceptable terms and phrases include: handicapped, wheelchair bound, special needs, disabled toilet.

In addition, the Disability Discrimination Act (1995) makes it unlawful for service providers to treat users less favourably because of a disability. (There are approximately 8.6 million disabled people covered by the act, which is around 15% of the population.) Due to the range and sometimes conflicting requirements of different impairments, it's not always possible to plan for every combination of accessibility needs. But by using basic accessibility guidelines and by being willing to adapt to your audience's needs, you can be confident that you're reaching the widest audience possible. If you have any queries or need specific help or advice, please speak to the [Web editorial team](#) or the [Marketing team](#).

**disc (as in compact disc; disk for computers)**

**discolour/discoloration      discreet – keeping**

**confidences secret or being tactful discrete –**

**separate or distinct in form or concept dissociate**

**(not disassociate)**

**Domesday Book (not the Domesday Book)**

**DVLA (recognised abbreviation and no need to spell out in full)**

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## **E**

**EC (no need to spell out in full)**

**ellipsis**

The omission of parts of a word or sentence, which is then replaced with a row of dots. You don't need to leave spaces either side – for example, 'the only exception...would be if this didn't apply' – except if end of sentence, when four dots and a space are used – for example 'the only exception to this rule.... There are many differences'.

**email (one word, no hyphen for noun and verb) enewsletter (one word, no**

**hyphen) enquiry (question) – inquiry refers to a formal investigation**

**environmental statement (see introductory notes about environmental statement)**

**EU (recognisable abbreviation and no need to spell out in full)**

---

## **F**

**exclamation marks – try to avoid using exclamation marks, unless as part of reported speech**

**Fahrenheit (ie capital F) fewer**

'Fewer' means not as many, but 'less than' means not as much. For example, 'There are fewer cars on the road, which means there is less traffic'.

**first, second, third (not firstly, secondly, thirdly)**

**First World War (not World War I or WWI)**

**focused (one s)**

**FOI (Freedom of Information – spell out on first use) FOIA (Freedom of Information Act –**

**spell out on first use) footnotes and notes to tables – no closing full stops for footnotes**

**but use them for notes.**

**forego (verb: to go before); forgo (verb: to do without)**

**foreign words and phrases**

- Italicised unless in common usage.
- Use accents where appropriate and where pronunciation dictates, but not on upper case letters.

## formatted (two ts) fractions

### (see also numbers)

- Fractions should be presented in decimal format where possible.
- If using fractions, always spell out and do not hyphenate unless adjectival (three quarters of the population, but a three-quarter length coat).

## fulfil(led)/fulfilment

---

# G

## gender

As a general rule, avoid gender when referring to role – so postal workers, not postmen, sales assistant not salesman. But it is acceptable to be gender specific when talking about particular people – for example, when quoting (Bill Brown, spokesman for the company...).

## genealogy (not geneology)

## government (always takes lower case, unless being specific, for example, the Labour Government of 1997 or the UK Government)

## government departments

This is a list of Whitehall departments and the acronyms that are generally accepted are in brackets after each one. These are current acronyms and do not reflect those which may be found/used when cataloguing files.

- Attorney General's Office (AGO on second mention): [www.gov.uk/government/organisations/attorney-generals-office](http://www.gov.uk/government/organisations/attorney-generals-office)
- Cabinet Office (no generally accepted acronym): [www.gov.uk/government/organisations/cabinet-office](http://www.gov.uk/government/organisations/cabinet-office)
- Department for Business, Energy and Industrial Strategy (BEIS on second mention): [www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy](http://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy)
- Department for Communities and Local Government (DCLG on second mention): [www.gov.uk/government/organisations/department-for-communities-and-local-government](http://www.gov.uk/government/organisations/department-for-communities-and-local-government)
- Department for Digital, Culture, Media and Sport (DCMS on second mention): [www.gov.uk/government/organisations/department-for-digital-culture-media-sport](http://www.gov.uk/government/organisations/department-for-digital-culture-media-sport)
- Department for Education (DfE on second mention): [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)
- Department for Environment, Food and Rural Affairs (Defra on second mention): [www.gov.uk/government/organisations/department-for-environment-food-rural-affairs](http://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs)
- Department for Exiting the European Union (DExEU on second mention): [www.gov.uk/government/organisations/department-for-exiting-the-european-union](http://www.gov.uk/government/organisations/department-for-exiting-the-european-union)
- Department of Health (DH on second mention): [www.gov.uk/government/organisations/department-of-health](http://www.gov.uk/government/organisations/department-of-health)
- Department for International Development (DFID on second mention): [www.gov.uk/government/organisations/department-for-international-development](http://www.gov.uk/government/organisations/department-for-international-development)
- Department for International Trade (DIT on second mention): [www.gov.uk/government/organisations/department-for-international-trade](http://www.gov.uk/government/organisations/department-for-international-trade)
- Department for Transport (DfT on second mention): [www.gov.uk/government/organisations/department-for-transport](http://www.gov.uk/government/organisations/department-for-transport)
- Department for Work and Pensions (DWP on second mention): [www.gov.uk/government/organisations/department-for-work-pensions](http://www.gov.uk/government/organisations/department-for-work-pensions)
- Foreign and Commonwealth Office (FCO on second mention): [www.gov.uk/government/organisations/foreign-commonwealth-office](http://www.gov.uk/government/organisations/foreign-commonwealth-office)
- HM Revenue & Customs (HMRC on second mention): [www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)
- Home Office (no generally accepted acronym): [www.gov.uk/government/organisations/home-office](http://www.gov.uk/government/organisations/home-office)
- Ministry of Defence (MoD on second mention): [www.gov.uk/government/organisations/ministry-of-defence](http://www.gov.uk/government/organisations/ministry-of-defence)
- Ministry of Justice (MoJ on second mention): [www.gov.uk/government/organisations/ministry-of-justice](http://www.gov.uk/government/organisations/ministry-of-justice)
- Northern Ireland Office (NIO on second mention): [www.gov.uk/government/organisations/northern-ireland-office](http://www.gov.uk/government/organisations/northern-ireland-office)
- Scotland Office (not Scottish Office and no generally accepted acronym): [www.gov.uk/government/organisations/scotland-office](http://www.gov.uk/government/organisations/scotland-office)
- HM Treasury (HMT on second mention): [www.gov.uk/government/organisations/hm-treasury](http://www.gov.uk/government/organisations/hm-treasury)
- Wales Office (not Welsh Office and no generally accepted acronym): [www.gov.uk/government/organisations/wales-office](http://www.gov.uk/government/organisations/wales-office)

## grammar

This guide is not a guide to grammar. But it is worth noting a few basic principles here. Although some of the more pedantic, or at least traditionally accepted, standards of English grammar have commonly been relaxed in recent years, please:

- try not to split infinitives avoid using 'if' to introduce an indirect question (it's 'whether') use orientated (rather than oriented) use more than/less (or fewer) than (rather than over or under) keep adverbs as close as possible after the verb they modify make sure 'only' goes next to the word it applies to.

## great-grandfather

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## H

**headings (see also capital letters) high-street when used as an adjective (high-street bank) his/hers/ours/theirs/its/yours – no apostrophe HMSO – see OPSI home made – but hyphenate if used adjectivally (home-made jam) homeowner (one word)**

### hyphenation

Use hyphens sparingly – and only where spelling dictates or where meaning would be ambiguous without one.

Do hyphenate compound adjectives when they precede the noun – for example low-cost, own-brand foods, mail-order shopping. Note: £10-worth of vouchers (hyphenated); three quarters (not hyphenated).

Do not hyphenate compound adjectives when they come after the noun – for example 'I like jam when it is home made' (but 'I like home-made jam'); 'the man was ill advised' ('the ill-advised man').

Do not hyphenate where an adverb ending in 'ly' is used – for example happily married couple, widely available brands, genetically modified food.

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## I

### images

- All images should have an alt tag if the document is used online. Alt tags provide information for people who surf the web with graphics turned off and also enable access for disabled people.
- Alt tags should offer a description of the image, not of the textual content of the page.
- Where an image is linked, the alt tag should include the destination link and appear as follows: description (link: destination).
- Full stops should not be used at the end of alt tags.
- Any image which has text within it should also use that text in the description.

**in-depth (not in depth) inquiry (formal investigation)/enquiry (question)**

**install(ed)/installation/instalments internet**

**(lower case) into (but on to) iPod (lower case 'i' even at beginning of sentence but try to avoid)**

### italics

Use italics sparingly, limiting their use to:

- foreign words and phrases which are not in common usage
- Latin words will generally be in italics, however some Latin words have become anglicised (for example, vice versa or ad hoc)
- titles (of publications, ships, works of art, TV and radio programmes, films, plays, titles of CDs/operas etc) except on the website
- avoid using italics on the web at all as they can be difficult to read do not use italics for emphasis, use bold instead (but use sparingly).

**it's (contraction for 'it is', 'it has')**

**its (belonging to it)**

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## J

**jargon – don't use it!**

**Jobcentre Plus but job centres Jpeg (similarly Mpeg) judgment (not judgement) – (county court/High Court judgment, note upper and lower case usage)**

---

## K

**Kb – acceptable abbreviation for kilobar but spell out in full first time or explain if appropriate (spelling out in full is generally not needed on a website)**

**KB – acceptable abbreviation for kilobyte but spell out in full first time or explain if appropriate (spelling out in full is generally not needed on a website) kick-start (verb and noun)**

---

## L

**let down (verb)**

**letdown (noun)**

### **LGBT+**

Use of terminology around topics connected with sexuality, same-sex relationships and gender identity is complex and must be carefully considered with the audience and the context in mind. For all internal or official documents referring to people who are part of, or associated with, the LGBT+ community use this abbreviation. (If appropriate, this can be spelled out as 'lesbian, gay, bisexual and trans people'.) In all other circumstances – for example in naming or describing events, exhibitions, publications, and so on – please contact a member of the Marketing or Web editorial teams for guidance.

**licence (noun) license (verb) litre (always spell out in full) local**

**authority (lower case unless referring to a specific local authority)**

**log in (verb) – only use when meaning to access website for which you need a password; otherwise use 'visit' login (noun)**

---

## M

**magistrates' court (note use of apostrophe; lower case unless specific)**

**mashup (not mash-up)**

**Mb – acceptable abbreviation for megabit but spell out in full first time or explain if appropriate (generally not needed on a website)**

**MB – acceptable abbreviation for megabyte but spell out in full first time or explain if appropriate (generally not needed on a website)**

**Mbps – acceptable abbreviation for megabits per second but spell out in full first time or explain if appropriate (generally not needed on a website) medieval (not mediaeval)**

## money

- Prices including both pounds and pence are written with a £ sign only (£12.72)
- Where all the prices in a group are £ only, these are written £12, £23, £147. But £1 million, £3.5 million. Where some prices include £ and p and others £ only, write £2.45, £1.76, £2
- Pence only are written with a p sign – 5p, 67p.
- If you need to refer to pre-decimal currency of pounds, shillings and pence then use the following abbreviations: £1, 1s and 1d (one pound, one shilling and one penny respectively).
- Price ranges are written with pound sign in from of both figures, and a hyphen, eg £5-£6, £5.72-£6.72

## MoT (commonly known abbreviation; no need to spell in full)

motorbike motorcycle movable/removable

Mpeg (similarly Jpeg) – generally acceptable abbreviation for Motion Picture Editors Group (similarly Joint Photographic Expert Group).

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## N

n/a – acceptable abbreviation for not applicable in tables; note lower case

National Curriculum (not national curriculum)

### The National Archives

- The name of our organisation should always be spelled out and not abbreviated to TNA or Kew.
- All three words always take capitals (including The).
- The National Archives takes the singular verb ('The National Archives has 600 members of staff').
- We don't refer to ourselves in the third person (say 'We are based at Kew', not 'They are based at Kew').
- The possessive form is 'The National Archives' - for example, 'The National Archives' reading rooms'.

## Narnia

- Narnia is the name of The National Archives intranet. Narnia is not an acronym and should be capitalised but not put in all caps (Narnia not NARNIA) **neither/nor – not neither/or (takes**

singular verb) nevertheless

New Year Honours List (note upper case letters) no (try to

avoid as abbreviation for number) no one none (takes

singular verb) none the less notes to tables – these take

closing full stops; footnotes don't noticeable

Number 10 – not No. 10 or 10 Downing Street

## numbers

- Spell out in full numbers one to ten (inclusive); use figures for numbers 11 and over. This style also applies to sentences that contain a mix of numbers, some over and some under ten (between ten and 11 years ago; not between 10 and 11 years ago).
  - When quoting percentages, always use figures (8%, 11%).
  - Numbers that start a sentence are spelled out in full (unless it is a date) but avoid as much as possible.
  - For numbers smaller than one, write a zero before the decimal point (0.23, not .23).
  - In text only, for numbers over 999, working backwards from the decimal point (or the end of a whole number), a comma is inserted after every third digit (23,216,000, 1,000 or £6,217.60). In tables, it is acceptable to leave out the comma in figures up to 9999. If using fractions, please spell them out using words rather than using figures (for example, a tenth or a third).
- 

## O

**oblique (/) – there is no space either side (ventilation/heating, not ventilation / heating)**

**OFT (acceptable abbreviation for Office of Fair Trading after first mention in full)**

**OK (OK is OK; ok and okay aren't) on site (not on-site or onsite) on to (but into)**

**one in x people – use a singular verb (ie one in six people is obese, not are obese)**

**online/offline/on-screen only – make sure it goes as close as possible to the word**

**it qualifies**

## **OPSI**

We are no longer using multiple brands and all communications we produce (including reporting on public sector information re-use), should now be using 'The National Archives' both in terms of logos and in all written text. If you are using the main logo of The National Archives on your publication or report, then the text should match this and you should not be referring to other brands (such as OPSI or HMSO) in the copy.

OPSI as a stand-alone brand should no longer be used at all. On rare occasions, (for example, when investigating complaints under the Public Sector Information Regulations and publishing a report of any investigation) 'Office of Public Sector Information (OPSI, part of The National Archives)' can be used. This should be used on the first mention, but 'OPSI' on subsequent mentions on the same page or within short chapters. In a longer piece with multiple chapters or sections, use 'Office of Public Sector Information (OPSI, part of The National Archives)' on the first mention in each chapter or section, and 'OPSI' on subsequent mentions. If the chapters or sections are long and there are lots of references to OPSI, use 'Office of Public Sector Information (OPSI, part of The National Archives)' at regular intervals.

See The National Archives' [design guidelines](#) for advice on the appropriate use of logos.

## **organisations, bodies, companies etc**

- Use a singular verb where we are talking about one. Use which, not who.

Unless an organisation is familiar or generally known by its initials (BBC), the first mention should be spelt out in full, with the abbreviated form in brackets afterwards; thereafter, it is usually adequate to put the abbreviation only. But try to avoid a proliferation of capital letters by rephrasing where you can. (See also abbreviations and acronyms for usage of upper/lower case in abbreviations.)

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## **P**

**page (not pp or p) palaeography**

**(not paleography) paragraphs**

Paragraphs that open a report or follow a side-heading or line space are not indented. (All text is justified to the left in standard written documents.)

**persons (avoid; use people instead) podcast (one word) police**

**(lower case unless being specific about a particular force)**

**postcode (one word) practice (noun) practise (verb) print out**

**(verb) print-out (noun) prior to (avoid; use before) private**

**member's bill**

**program – verb and noun: computer-type programs; but use programme for TV/radio programmes and any other programme which isn't 'computerised'. But programmed, programming. provided (not providing) – when it means on condition that**

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## **Q**

## queuing

## quotation marks

- Avoid excessive use of these.
- For a quotation from someone who has written or said something, or for a quote from a printed source, use single quotation marks (with double quotation marks to enclose a quote within a quote), and not italics.
- Use single quotation marks when giving examples.
- Preface quotes with a colon only where applicable.

## ranges (see also dates)

- Acceptable to use an en dash in both text and tables (115–117) but if using 'from', must use 'to' (from 115 to 117, not from 115–117)
- From ... to/between...and
- Do not repeat the unit where it is the same, for example prices ranged from 16 to 17p (but from 16p to £17).

## rates

In text, use 'a' in place of 'per' for cases such as £3 a week, reserving 'per' for cases such as grams per millimetre when units are written out in full.

## readers

The term readers can be confusing, especially for first-time visitors. With the lack of registration for those using the Research & Enquiries Room and the attraction of the new museum, it's possible that people will visit The National Archives without realising we call them 'readers' at all. 'Visitors' is a phrase that is easily understood by all, and covers not only registered readers, but also everyone who comes to The National Archives or visits our websites. Please bear in mind therefore, that you don't need to use the term 'readers' all of the time, and that visitors is a helpful alternative.

## Reader's Ticket – see apostrophes

## recur (not reoccur) registered

## trade names

Do not use registered trade names generically – they should be used only when referring to the product itself – and when you do use them, spell them as the manufacturer does. Check in dictionary whether word is a registered trademark.

## regulations

Use with lower case unless referring to a specific set of regulations (Building Regulations)

## royal (lower case except in names, e.g. Royal Albert Hall)

---

# S

## second-hand (always hyphenated)

## Second World War (not World War II or WWII) semi-

## colons

Use semi-colons to denote a pause longer than a comma and shorter than a colon or full stop. But don't over use them. It's better to reword and use shorter sentences than have long paragraphs full of semi-colons.

## shareholder sheriff court – use with lower case letter s and c unless referring to a

## particular one side effects spelling

Follow first spelling in the *Oxford English Dictionary* . But for words such as realise, optimise, organisation, use -ise rather than -ize. Do not use 'z' spelling over 's', even if both are technically correct.

## split infinitives



Splitting infinitives means putting a word in between a verb and to, for example 'please take the time to briefly review the manual'. It's better to avoid splitting infinitives, but only if it doesn't sound unnatural or awkward or makes the meaning of the sentence unclear. For example, 'We asked the group quickly to come up with some ideas,' avoids a split infinitive, but is unclear – was the request delivered quickly, or do we want the group to act quickly? In this case, 'we asked the group to quickly come up with some ideas' would be better.

## **standards**

When referring to a specific Standard (British or international), style is to use upper case S. When talking about standards in general, use lower case.

BSI is the acceptable abbreviation for British Standards Institution – no need to spell out in full even on first mention

## **standfirsts (the introductory lines of a report) – no closing full stop**

## **stock market (but stock-market slump) straightaway**

## **straightforward students (not pupils) supersede surveys**

If quoting survey results, details of surveys should be given. It's good practice to give the following information:

- date survey conducted (month(s) and year(s))
- who among (representative sample of public/visitors to The National Archives)
- how the survey was undertaken (postal, telephone, personal interview)
- with how many (sample size and if appropriate, number responding – ie for postal surveys).

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# T

## **telephone numbers**

When giving telephone numbers, follow this style:

- If publishing phone numbers on our website, always include the international dialling code Tel +44 (0) 20 8876 3444.
- When including a phone number on leaflets or promotional material etc to be sent out, it is preferable to use the international dialling code, but acceptable not to, depending on the leaflet etc and who it will be sent to.
- If you need to publish a contact number for an individual, use the format of: Tel +44 (0) 20 8876 3444 Ext xxxx (the number for someone with a direct line can follow the same format).

## **though (use in preference to although)**

## **time**

Use the 24-hour clock (15:15 or 09:30). We only use the 24-hour clock on the website and on signs for opening times as we have a large international audience and it avoids confusion.

## **time-sensitive terms**

Try to avoid using time-sensitive terms such as now, recently, soon, today, at the moment or in the next few weeks. Be more specific to ensure your document remains clear when read in the future, so use dates/years where possible.

## **titles (see also capital letters)**

### **people**

Use upper case for ranks and titles when referring to a specific person, but lower case when referring to the office. For example, use President Obama, but the president. The same rule applies to job titles at The National Archives, so Jeff James, Chief Executive and Keeper, The National Archives, but the chief executive.

The exceptions are:

1. A few titles that would look odd without capitals, for example Black Rod, Master of the Rolls, Chancellor of the Duchy of Lancaster, Lord Privy Seal, Lord Chancellor
2. A few exalted people, such as the Dalai Lama.

Some titles serve as names and therefore have initial capitals, though they also serve as descriptions: the Archbishop of Canterbury or the Emir of Kuwait.

Do not use full stops after personal titles (Mr not Mr.)

On first mention, viscounts, earls, dukes, marquesses etc should be given their titles. On subsequent mentions, they can all be given the title Lord or Lady (except for dukes and duchesses). Barons, including all life peers, can always be called Lord. The full name of Knights should be spelled out on first mention, and after that you can use Sir plus first name only.

## publications

Titles of books, magazines and newspapers, TV and radio programmes, films and plays are printed in italics in written material. For example: the BBC TV programme *Who Do You Think You Are?* However, the exception is when writing for our websites, where we avoid italics as they are difficult to read on web pages. Follow the publication's own style for usage of upper and lower case letters. For newspapers, check the paper's masthead for whether or not 'The' forms part of its title.

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## U

### under way (two words)

#### units

- Use metric units, except when talking about an area where other units are still in general use, in which case use the most commonly accepted unit – mph; bhp; mpg.
- For areas which use both units, put the metric unit first followed by its equivalent in the imperial system in brackets (and some commonly used imperial abbreviations include inch=in, feet=ft, yards=yds, mile=m, square feet=sq.ft).

#### unit symbols

Unit symbols should not be confused with abbreviations of words (see abbreviations and acronyms). Units can be written out in full or shortened to their symbol.

- When written in full, the first letter of a unit is lower case (kilogram, watt, inch, metre (note correct spelling of metre)).
  - Spell litre out in full – using L or l for its abbreviation is not readily recognisable.
  - Unit symbols are generally written in lower case unless the name of the unit is derived from someone's name (kg, N, W). However, some unit prefixes are upper case letters (MB (megabyte), KB (kilobyte), GB (gigabyte)).
  - Unit symbols are unchanged in the plural (25kg not 25kgs, 6hr not 6hrs).
  - There is no space between the number and the symbol (63mm, not 63 mm).
  - There is a space between the number and the unit when written out in full (63 millimetres).
- In compound symbols, there is no space between the individual symbols that make it up (23kHz, not 23k Hz).

### up to date (up-to-date when precedes noun)

### upper case letters (see capital letters)

#### url

urls must be the same as those used by the company to ensure they work properly. Therefore, rules on capitalisation do not apply to web addresses and you must use the same format the company/department does (for example, [findmypast.com](http://findmypast.com)). When referring to our own web address there is no need to use www. at the beginning, as [nationalarchives.gov.uk](http://nationalarchives.gov.uk) will also work as a web link. However, not all web addresses work this way, so use www. when referring to other websites if they would not work without it.

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## V

### visitors (see readers)

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## W

**webserver (one word, web server as two words is American spelling)**

**website (one word)**

When including web addresses in hard copy format, it may be necessary to split a web address over two lines. If it is, then split in a logical place (so after, not before, the /) and avoid ending sentences with a web address, as full stops could be taken as part of address.

When writing for the web and linking to a website, we prefer to use the name of the website as the link text, unless it happens to be the company name, for example: 'visit the BBC website' rather than visit [www.bbc.co.uk](http://www.bbc.co.uk) (but [findmypast.com](http://findmypast.com) is acceptable).

**while (do not use whilst)**

**White Paper/Green Paper (use upper case)**

**who for people; which/that for organisations**

**Wi-Fi worksheet (not work sheet)**

**workstream (not work stream)**

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X

Y

Z