

## Style Guide and Writing Hygiene

Use this for any paper or document you produce.

- Write in the first person, these are your recommendations
- Use active tense 'The Ministers expects we are transparent'.  
Write as you would speak; simply, easily understood and succinct.

- Write out numbers up to ten, use digits above that (11).
- Commas are ALWAYS inside quotes: ', '.
- Colons and semicolons are outside quotes: '; '.
- 'None' is singular: None is (not 'none are').
- Don't randomly capitalize. You would write, 'The chief executive of xyz is.....'

Write CE, DCE, and Ministries are abbreviated if your audience knows what they mean.

- Use *italics* for emphasis, not **bold**,
- Use bold for subheadings.
- Use a spell checker and read your work!
- Look up the spelling of whanau names
- Skip one space between sentences. This is an example. If you do this, two spaces, you're harking back to typewriter days.
- Use the Oxford comma, which means a comma goes before 'and' in a series: 'let your paper be informative, illuminating, and helpful.'
- This is a dash—used to separate a thought. A hyphen is shorter and is used in complex words: has-been.

- A sentence has a subject (noun) and an action (verb) or it's only a sentence fragment.
- 'Their' is plural. Don't use it with a singular subject.
- Use no punctuation after bullets that are not sentences
- Use a full stop after the final bullet point.