IOS Press // Style Sheet for Writers/Blog Contributors/Website Editors, etc.

General
*follow US style; e.g. spelling (color, center, use "z" in e.g. realize, organize, etc.) & dates (Nov 23, 2020)
*include the full stop at the end of these acronyms: Dr.; Prof.; Co.; Ltd.; Inc.
*do not include the full stop in these acronyms: PhD, MD, USA, UK
*use the "double el" spelling in fulfilled, fulfill, install & "single el" in modeling
*no double letters in, e.g. faceted, targeted, focused, focuses, focusing
*be consistent

Capitalization
*do not use all capitals for a word unless it is an acronym
*do use a capital in the Western world/Eastern promise and capital letters for the Earth and the Universe
*for project/product names, use initial capital letters on all words in the name (quote marks not required)
*initial capital letters on all words in headings, except for conjunctions (and, or, but, nor, yet, so, for), articles (a, an, the), or prepositions of less than four letters (in, to, of, at, by, up, for, off, on); initial capital only required on first word of sub-headings

Symbols
*don't use foreign language symbols (e.g. yes: strasse, no: straße, etc.) in addresses; however, these are allowed to be used in company names
*the "registered" or "trademark" symbols (Bloggs$^{®}$ or Bloggs^{TM}) can be used in the first instance in the text only; it is not a requirement to use the symbol as long as the registered name is correctly capitalized
*do not have '70 plus' – either say "more than 70" or write "70+"

Numbers
*use 1 hour, 3 days, 8 weeks, 12 months, 5 years' time and 100 years ago with a digit (as if it is being used with a "unit" (but write "Three years later" if it is at the start of a sentence)
*for numbers not used with a unit, spell out numbers below "10" (above in numerical digits); never start a sentence with a number written as a digit
*use comma in four-digit (e.g. 1,050 mm) and five-digit numbers (23,000), etc.
*use periods/full stops (e.g. $9.99) and not commas in currency as a decimal separator
*21st century, mid-20th century; mid-1980s (no apostrophe before the "s"); Roman numeral in World War I
*preferably spell out ordinal numbers (i.e. second year of research, not 2nd year; fifth largest project; fourth term) and fractions (i.e. two-thirds of the group were tested)

Punctuations marks and italics
*use double quotation marks "like this" and if there are quotation marks within a quotation, use single quotation marks, e.g. He said: "I don't think he screamed 'Hello' yesterday."
*punctuation goes inside the quotation marks
*no double-spaces after periods/full stops
*use a period/full stop at the end of captions that have more than one sentence
*use the Oxford comma (or last comma in a series) in lists of more than two items: "good, bad, and ugly"

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*do not use a hyphen in a number range for instance, use the "N dash" (aka "N rule"), i.e. the project is expected to take 3–7 months (there is no space at either side of the line for a number range like this)
*when using the N dash to break up text in a sentence, there should be a space at either side of the dash
*no hyphens in: email, online; for tips on using (or not) hyphens in compound words/phrases, see here
*use *Italics* for the name of a publication (journal, book, application/software, etc.) but for a book series title just use initial capitals for the name (and can include in quote marks but not a requirement)
*do not use italics or underlines for emphasis

Units
*please follow the metric system (i.e. SI units; see here), such as m, cm, kg, V, m^2 , h, min, & use units with a space after the number (but spell out 'minutes' & 'hours' if it reads better in the sentence)
*the degrees symbol should be used for a temperature, e.g. 40 °C (space between number and symbol)
*percent (not per cent) and percentage; if you use the symbol, use consistently
*3D or three-dimensional (never 3-D, or 3-dimensional).

Other
*don't give personalities to a company or organisation (i.e. refer to it in the singular and not as 'they', etc.)
*do use a singular verb with collective nouns (i.e. the committee is meeting next month)
*preferable not to start a sentence with a numeral or with the words: And, But, Because
*highlight italicized text and superscript font so that it is not missed when we upload it to the website