Editorial style sheet

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| --- | --- |
| Author(s): |  |
| Title: |  |
| Spelling: | British or US -ise or -ize endings |
| Numbers (numerals/words): | One to ninety-nine or one to ten, 11+ |
| Dates: | e.g. 1 May 2020 or 1st May 2020 |
| Punctuation: | single or double quotes  spaced en dash [–] or unspaced em dash [—] |
| Hyphenation: | Describe approach to hyphenation and provide examples |
| Abbreviations: | Insert abbreviations, acronyms and initialisms included in the text |

# Word list (words particular to the text and variant spellings):

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| --- | --- |
| A |  |
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