

Please use UK English spelling and punctuation conventions.

Other helpful tips in alphabetical order:

Ages

Kamala Harris, 56 (not “aged 56”); Freddie Jones, nine.
a 62-year-old man; a 62-year-old; 62 years old.

Bullet points

take a full stop after each one, ie:
This is the first bullet point.
This is the second.
And this is the third.

Capital letters should NOT be used very often. Use them mainly for the first letter of sentences, names, days and months as well as for some abbreviations. For a comprehensive guide on use of caps click [here](#).

County

not Co, when referring to counties eg County Armagh

Courts

all lc, eg court of appeal, high court, supreme court, European court of human rights, international criminal court

Currencies

When the whole word is used it is lc: euro, pound, sterling, dong, etc.

Dad or dad?

capital D if it's just Dad, eg “I'll have to ask Dad”; otherwise lowercase, eg “my dad was a dustman, what does your dad do?” etc

Dates

Our style is: 21 July 2016 (day month year; no commas).

21 July-6 August, 6-10 August, etc.

In the 21st century but 21st-century boy; fourth century BC; AD2007, 6000BC.

Use figures for decades: the 1960s, the swinging 60s, etc.

Exclamation marks

Use sparingly!

Gaelic

when referring to the Scottish language, but use Irish and Welsh for the native languages of those countries

Gender issues

Phrases such as career girl or career woman, for example, are outdated (more women have careers than men) and patronising (there is no male equivalent).

So we use actor or comedian for women as well as men, not actress or comedienne; firefighter, not fireman; PC, not WPC (police forces have abandoned the distinction), postal workers, not postmen, etc.

Avoid terms such as businessmen, housewives, male nurse, woman driver. If you need to use an adjective, it is female and not “woman” in such phrases as female bishops, female MPs, female president.

Government

lc in all contexts and all countries;

ie

no full points or commas, ie like this

Ireland

Mad in Ireland is an all island body. All-Ireland (sometimes All-Island) refers to all of Ireland, as opposed to the separate jurisdictions of the Republic of Ireland and Northern Ireland. When referring to the different jurisdictions use: the Republic of Ireland/Northern Ireland. Do not use Éire, southern Ireland, the south, or the north.

Irish Travellers

initial caps, as they are recognised as a distinct ethnic group under race relations legislation

-ise

not -ize at end of word, eg maximise, synthesise (exception: capsized)

Names (not surnames) of individuals on first mention.

first name, forename, given name

not Christian name.

Use one on first mention, but not subsequently, except for people under 18.

Numbers

Spell out from one to nine; numerals from 10 to 999,999

Pronouns

Some people use they/them/their rather than he/she etc. This should be respected at the same time as avoiding creating confusion for the reader.

One option is to mention that the person uses the singular they. It might be clearer to rewrite or repeat the person's name if the use of they/them/their is not explained

Referencing

If you cite someone else's work please give a link to it or a reference as to where it can be found.

Singular or plural?

Corporate entities take the singular: eg The BBC has decided (not "have"). In subsequent references make sure the pronoun is singular: "It [not "they"] will press for an increase in the licence fee."

Sports teams and rock bands are the exception.

Suicide

Say that someone killed him or herself rather than "committed suicide"; suicide has not been a crime for many years and this old-fashioned term can cause unnecessary further distress to families who have been bereaved in this way.

Titles

Do not italicise or put in quotes titles of books, films, TV programmes, paintings, songs, albums or anything else.

UK or Britain but note Great Britain comprises just England, Scotland and Wales

US

for United States, not USA: no need to spell out, do not call it America, although its people are Americans

For a more comprehensive style guide, click [here](#).