

## **STYLE NOTES**

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### **I. Miscellaneous Formatting**

- No spaces around math operators (=, +, -, etc.), but do use spaces around the following number/terms ( $\pm$ ,  $\approx$ ,  $\sim$ ,  $<$ ,  $>$ ).
- Use common math abbreviations (SD, GM, GSD, etc.) and abbreviations of units of measure (mm,  $\mu$ g, ppm, etc.) without explanation.
- Abbreviate all measurements (except those that begin sentences), including minutes (min) and seconds (sec); do not abbreviate “hour” or “week.”

### **II. Numbers**

- Use figures for 10 and above, except when they begin a sentence.
- Use figures for 1 through 9 when grouped for comparison with numbers 10 and above and occur in the same paragraph.
- Use figures for numbers that immediately precede a unit of measurement; percentages; ratios; time; dates; ages; points on a scale; exact sums of money; and for numbers used as numbers.
- Use a combination of figures and words for back-to-back modifiers (twenty 6-year-olds).

### **III. Capitalization**

- Capitalize all words of four or more letters in heads.
- Capitalize words following hyphens in heads (Three-Way Analysis).
- Capitalize the word following a colon in a title in references.
- Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series (Table III, Day 1, Group 4).