



Big End Journal Style Sheet

Consistency of regular phrases

Use Title Case (upper case for the first letter of each word) for:

- Gay Classic Car Group, Club, Group (when used as an abbreviation of Gay Classic Car Group), Committee, Committee positions (for example Chair, Editor, Membership Secretary), Eurotour, Big End, Big End Journal, Area Organiser etc.

Date formats:

- dd Month yyyy in text, xx-mmm-yy in tables requiring abbreviation.
- Omit st, nd, rd, th. In the run of text, dates should be “3 April” or “27 October”, not “the 3rd of April” or “the 27th of October”.
- Do not include a 0 if the date is only one digit (i.e. 1 December 2019 not 01 December 2019).

Number formats:

- Use commas , as thousand separators and full stops . as decimal where needed.
- Write numbers one to twelve as text (unless in a phrase such as “7-10 days”).
- Do not include a 0 if the date is only one digit (i.e. 1 December 2019 not 01 December 2019).
- Give rounded numbers where extreme precision could be irritating or pointless: “some 2.5 million Renault 4s were built in France”, not “Renault built 2,437,558 R4s in France”.

Telephone numbers:

- Do not include brackets for area codes.
- For mobiles and most landlines, group digits 5-6 (e.g. 07973 951253);
- For landline numbers starting 02 (London, Coventry, Belfast, Southampton/Portsmouth etc), group digits 3-4-4 (e.g. 020 3456 7890).
- For landline numbers in Birmingham, Edinburgh, Glasgow, Liverpool, Manchester and Newcastle-upon-Tyne group digits as 4-3-4 (e.g.0161 234 5678).



Addresses:

- County names are not needed.
- Use standard post code formatting.
- Do not abbreviate Street, Road, Close etc.
- Hyphenate place names such as Newcastle-upon-Tyne, Henley-on-Thames, Bexhill-on-Sea - use lower case for the on/in/under etc.

General concepts:

- Use punctuation to break up long sentences; prefer shorter sentences where possible for clarity. If in doubt, read it back to yourself and check it for clarity and readability. (This is particularly true for writers who really do know a lot of the technical stuff and are anxious to share it!).
- It can be helpful to indicate a sub-clause by separating it with commas (before AND after in the same way as brackets).
- “However” is not a conjunction and usually means that two sentences are needed.
- Avoid passive voice without being obsessive about it: “A new head gasket was purchased” is better as “I bought a new head gasket”.
- Correct use of apostrophes for possessives - NB its/it’s, plurals etc.
- The old concept of two spaces after a full stop is no longer necessary as the software automatically spaces this.
- Correct phrases - e.g. change “would of” to “would have” etc.
- Express thoughts and ideas as clearly and concisely as possible.
- Use abbreviations sparingly, and preferably only after they have been fully explained.
- Technical terms should be kept to a minimum, but where necessary should be explained as if to an intelligent general audience.
- Check spellings of place names, company names etc.
- Articles preferably to be provided as Word documents, which usually means .docx or .doc format, or for very plain text-only files .rtf. Photos should be good-definition jpg/png/tiff. These can all be sent via services such as wetransfer.com if they are too large for email. Completed PDF files prevent anything beyond the most basic of editing and should be avoided.