

# Proofreading style guide

[Client name]

[Date]

*We have created this proofreading style guide to help you ensure consistency in your communications. It can be shared with anyone internally or externally who is involved in writing or checking your documents, and we hope you will find it valuable when producing future communications.*

*By selecting your choices in this **interactive form**, you will enable us to produce your communications with a bespoke, consistent style. Please review the form with everyone involved in the editorial process.*

*Thank you for taking the time to complete this form.*

**Tracey Westgate**

Client Services Director

Please note:

This form is an interactive PDF and can be completed by clicking to tick the relevant boxes and typing instructions in the longer text boxes. There is no need to print it out and complete it by hand.

Examples are not all-encompassing. For instance, only sterling, dollar and euro are given as examples, but the style you select will apply to all similar wording: rupee, yen, rouble and so on. This applies to all examples.

If any examples do not apply to your communications, please just leave the boxes unticked – there is no need to delete or strike through them.

Luminous  
2nd Floor  
35 Great Sutton Street  
London EC1V 0DX  
T: +44 (0)20 7101 1677

The word 'luminous' is written in a fluid, black cursive script. The letters are connected, with a prominent loop at the start of the 'l' and a long, sweeping tail for the 's'.

# Upper/lower case

*It is taken as read that any word beginning a sentence will have an initial capital letter.*

Company	When referring to your company	When referring to other companies
Board		
board		
Chairman		
chairman		
Chair		
chair		
Chief Executive Officer		
chief executive officer		
Company		
company		
Company Secretary		
company secretary		
Director		
director		
Division		
division		
Executive Director		
executive Director		
executive director		
Group		
group		
Independent... [NED]		
independent... [NED]		
Non-Executive Director		
Non-executive Director		
non-Executive Director		
non-executive Director		
non-executive director		
Allow NED after spelling out as above		
Parent Company		
parent Company		
parent company		
Senior Independent Director		
senior independent director		

# Upper/lower case *continued*

## Headings

Initial capitals on all words (except words such as a, is, it, of, the) – Title Case

Initial capitals on first word and proper nouns only – sentence case

Title case for main headings, sentence case for sub-headings

## Reports

Audit Committee Report, etc.	Audit Committee report	audit committee report
Chairman's Statement	Chairman's statement	
Chief Executive's Review	Chief Executive's review	
Corporate Governance Statement	Corporate Governance statement	corporate governance statement
Directors' Report	Directors' report	directors' report
Financial Review	Financial review	financial review
Financial Statements	financial statements	
Modern Slavery Statement	Modern Slavery statement	modern slavery statement
Note X [to financial statements]	note X	
Remuneration Report	Remuneration report	remuneration report
Strategic Report/Review	Strategic report/review	strategic report/review
Viability Statement	Viability statement	viability statement

## Committees

Audit Committee, etc.	Audit committee	audit committee
Board Committees	Board committees	
Chair [noun]	chair	
Nomination Committee	nomination committee	
Nominations Committee	nominations committee	
the Committee [specific]	the committee	

## Singular/plural

auditor/s [external]	singular	plural
Board	singular	plural
data	singular	plural
management [as a body]	singular	plural
team	singular	plural

## Upper/lower case *continued*

### General

Annual Bonus	annual bonus		
Annual General Meeting	annual general meeting		
Annual Report and Accounts	Annual Report and accounts	annual report and accounts	
Articles of Association	articles of association		
Auditor/s	auditor/s		
Balance Sheet	balance sheet		
Code of Conduct	code of conduct		
Corporation Tax	corporation tax		
Defined Benefit [scheme]	defined benefit		
Earnings Per Share	Earnings per Share	earnings per share	
Government for executive body, government for process of government			
Government throughout	government throughout		
Internal Audit function	internal audit function		
Joint Venture	joint venture	JV	
Level 2 [fair value hierarchy]	level 2		
N/A	n/a	n.a.	na
Net Zero	net zero	NB See p.5 for hyphenation options	
Ordinary Shares	Ordinary shares	ordinary shares	
Purpose	purpose		
Revolving Credit Facility	revolving credit facility		
the Scheme [pension scheme]	the scheme		
Scope 1, 2, 3 [emissions]	scope 1, 2, 3		
Section [of an Act]	section		
Senior Executive	senior Executive	senior executive	
Senior Manager/ment	senior Manager/ment	senior manager/ment	
Shareholders	shareholders		
Spring, Summer, Autumn, Winter	spring, summer, autumn, winter		
Terms of Reference	terms of reference		
Total Shareholder Return	total shareholder return		
Trustee	trustee		
Values	values		
Vision	vision		

# Spelling and hyphenation

Spelling:	UK	US	Other:
adviser			advisor
-based [adjective]			based
benefiting, benefited			benefitting, benefitted
buy-back, buy-in, buy-out [nouns]			buy back, buy in, buy out      buyback, buyin, buyout
cash-generating unit			cash generating unit
co-operate			cooperate
co-ordinate			coordinate
cost-effective [adjective]			cost effective
cost-of-living [adjective]			cost of living
COVID-19			Covid-19      Coronavirus      coronavirus
cross-			cross
-day, -week, -month, -year [adjective]			day, week, month, year
day-to-day [adjective]			day to day
decision-making [adjective]			decision making
decision-making [noun]			decision making
equity-settled [adjective]			equity settled
-facing [adjective]			facing
focusing, focused			focussing, focussed
forward-looking [adjective]			forward looking
full-time, part-time [adjective]			full time, part time
full-year [adjective]			full year
Group-wide			Group wide
half-year [adjective]			half year
high-, low- [adjective]			high, low
inter-company			intercompany      inter company
interest-bearing [adjective]			interest bearing
intra-Group			intra Group
intra-group			intragroup      intra group
judgement throughout			judgment when referring to legal matters
life-cycle			lifecycle      life cycle
like-for-like [adjective]			like for like
loan-to-value [adjective]			loan to value
long-term, short-term [adjective]			long term, short term
macro-economic			macroeconomic
market-leading [adjective]			market leading
market-place			marketplace      market place
multi-platform, etc [adjective]			multiplatform, etc      multi platform, etc

## Spelling and hyphenation *continued*

net-zero [adjective]	net zero	
net-zero [noun]	net zero	
nil-cost [adjective]	nil cost	
one-third, two-thirds	one third, two thirds	
pay-out [noun]	payout	
post-reporting, etc [adjective]	postreporting	post reporting
pro-forma	proforma	pro forma
pro-rata, pro-rated	prorate, prorated	pro rata, pro rated
re-appoint, re-develop, re-measure, etc		reappoint, redevelop, remeasure
-related [adjective]	related	
right-of-use [adjective]	right of use	
roll-out [noun]	rollout	roll out
skill-set	skillset	skill set
straight-line basis	straight line basis	
third-party [adjective]	third party	
time-frame	timeframe	time frame
tool-kit	toolkit	tool kit
top-down, bottom-up [adjective]	top down, bottom up	
under way	underway	
up-front	upfront	up front
US	USA	United States
well- [adjective]	well	
well-being	wellbeing	
whistle-blowing	whistleblowing	whistle blowing
write-downs, write-offs [nouns]	write downs, write offs	
year-end	year end	
year-on-year	year on year	

### Publication titles

*Who's Who*

'Who's Who'

Who's Who

### Website addresses

<http://www.business.co.uk>

[www.business.co.uk](http://www.business.co.uk)

[business.co.uk](http://business.co.uk)

[business.co.uk](http://business.co.uk) for Company website, but [www.business.co.uk](http://www.business.co.uk) for other URLs

# Figures

## Dates

31 March 2021	31 March, 2021	31st March 2021	31st March, 2021
March 31 2021	March 31, 2021	March 31st 2021	March 31st, 2021
2020/21	2020/2021	2020–21	2020–2021
2020-21	2020-2021		
(2020: £x) [prior year]	(2020 – £x)	(2020 £x)	

## Ranges of numbers

Use an en dash with no space either side for ranges of numbers (15–20)

Use an en dash with a space either side for ranges of numbers (15 – 20)

Use a hyphen with no space either side for ranges of numbers (15-20)

Use a hyphen with a space either side for ranges of numbers (15 - 20)

Use 'to' for ranges of numbers (15 to 20)

## Currency

Currency used in Annual Report:

UK sterling                      US dollars                      Euros

Other:

NB: All examples below will reflect the currency used by the client.

Sterling, Dollar, Euro	sterling, dollar, Euro	sterling, dollar, euro	GBP, USD, EUR
pence	p		
cents	¢	c	

## Amounts

One to nine spelled out, 10 onwards in numerals

All in numerals

Other:

For a mixture of numbers in a sentence:

Use words for all                      Use figures for all

£x million, billion

£x million, billion in text; £m, bn in tables

£Nil

one million [non-financial values]

£m [in table headers]

£000 [in table headers]      £000s

One to ten spelled out, 11 onwards in numerals

All in words

Allow a mixture of words and numerals

£xm, bn

£x million, billion in Strategic Report and Governance; £x m, bn in financial statements

£nil

1 million

1m

£'m

£'000

£'000s

## Percentages

In text:

per cent

percent

%

In tables:

per cent

percent

%

## Figures continued

### Times

11am	11 am	11a.m.	11 a.m.
11.00am	11.00 am	11.00a.m.	11.00 a.m.
12 noon	12pm (punctuated as indicated above)	midday	

### Measurements

square metres/feet	sq m/ft	sq. m./ft.	m <sup>2</sup> /ft <sup>2</sup>
grammes, kilogrammes, tonnes		g, kg, t [space before]	g, kg, t [no space before]
two kilometres/miles, etc	2 kilometres/miles	2km	2 km

### Footnotes

Numerals: <sup>1</sup> , <sup>2</sup> , <sup>3</sup> , etc	Letters: <sup>a</sup> , <sup>b</sup> , <sup>c</sup> , etc	Symbols: *, †, §, etc	Roman numerals: <sup>(i)</sup> , <sup>(ii)</sup> , <sup>(iii)</sup> , etc
Full stop after footnote numbers at foot of page		No full stop after footnote numbers at foot of page	
Text on the second and following lines is indented to align with text on the first line.			
Text on the second and following lines is not indented to align with text on the first line.			
Full stop at end of each footnote		No full stop at end of each footnote	

## Punctuation, etc

### Quotation marks

- Single quotation marks throughout
- Double quotation marks throughout
- Single quotation marks, but double for speech and pull-out quotes

### Abbreviations/acronyms

- Spell out and introduce on first use in whole document
- Spell out and introduce on first use in each main section (Strategic Report, Governance, Financial Statements)
- Spell out and introduce on first use in every section (e.g. each committee report)
- Do not spell out abbreviations/acronyms that are very well known, e.g. BBC, IT, UK
- FTSE250                      FTSE 250
- IFRS1, IAS1, etc              IFRS 1, IAS 1, etc

### Registered and trade mark symbols (®, ™)

- Use on first use of registered name in whole document only
- Use on first use of registered name in each section
- Use at every instance



## Punctuation, etc

Parentheses (quotation marks will be as specified above)

(the 'Company')  
(AGM)

('the Company')  
(AGM')

(the Company)

Full stops

eg, ie, pa, etc

e.g., i.e., p.a., etc.

Mr, Mrs, Dr

Mr., Mrs., Dr.

vs

vs.

versus

Ellipses

Space before ... and after

No space before... but one after

No space before...or after

## Bullet lists

Recommended standard style

If the bullets follow on from a partial sentence preceding the colon, then:

- bullets do not have an initial capital and end with a semi-colon;
- the penultimate bullet ends with a semi-colon; and
- the final bullet ends with a full point.

If the bullets are standalone sentences, the style is as follows:

- Each bullet begins with an initial capital.
- Each bullet ends with a full point.

For brief lists:

- Short bullets
- Initial capitals as in examples above
- No punctuation

If you have a different style, please specify below:

## *Other style points*

Please add any other words, phrases or styles you wish to use, such as unique product names, use of upper/lower case, spelling, hyphenation, abbreviations, etc. Please give as much information as you feel is relevant – the more we know, the better we can help you to create consistent communications.