

GENERAL STYLE SHEET - www.thetruth.ie direct publishing Style sheet based on NCTJ

journalism standards

Numbers

All single digit numbers to be written as text, e.g.; one, two.

Numbers over 10 should be written as figures.

Cash numbers involving millions can be a hybrid of number and text, e.g.; €23million, €1.7million.

Less than millions should use digits, e.g.; €23,000

Punctuation

Speech quotes must always be preceded by a full colon and a single space and use double quotes. The final paragraph only must contain the closing quote after the full stop or appropriate punctuation mark and new, continuation quote paragraphs should not be closed.

E.g.; Mr Humphrey's said: "It was a long way to Tipperary. The road from Clare was winding.

"What did we do?

"We decided at first to take the train but then chose to go by coach."

Hyphens

Hyphenating words is not necessary, the system is preconfigured to do this automatically. Hyphens within general text should use the extended em space — (Alt 0151)

Hyphens within speech quotations should use the em space e.g.; – (Alt 0150)

General text

Single blank line spacing between paragraphs. Single space after full stop or other punctuation mark except quotations.

Titles should not be punctuated, e.g. Mr and Mrs Jones and not Mr. And Mrs. Jones

Avoid underlining text except where essential; instead use **bold** or *italic* fonts if possible.

The default font is preset by the system and should not need to be changed.

Date format

Dates follow the format day, date month year, e.g. Thursday, 1 June 2008. Standard day abbreviations are OK.