



Tax Justice Network style guidelines

Writing

- write in plain English (use everyday words and avoid jargon)
- use short sentences and short, simple words
- avoid using unnecessary words
- explain technical words and phrases
- avoid terms such as ‘the poor’ (use poor people, poor communities, etc.)

Formatting

Font Trebuchet MS
Page margins 2.5cm all round
Spacing one space only after full stops, commas, etc.

Conventions	
Abbreviations	<p>i.e., e.g., etc. written with full points.</p> <p>In text prefer: that is, for example <i>and</i> and so on.</p>
Acronyms and abbreviations	<p>Written without full points: UNESCO, TJN, TUC, NATO.</p> <p>Spell out in full the first time they are used except for very familiar ones such as BBC.</p>
Bullets	<p>Align left.</p> <p>In a list of short bullets, do not use initial capital or closing punctuation (except for a full stop at the end of the list). In bullet points that contain complete sentences, use normal punctuation. Numbered bullets are only necessary for a list of consecutive points.</p>
Capitals	<p>In titles, only use for first word and other words that would normally take a capital.</p> <p>Use capitals for: nationalities, religions, formal titles and specific job titles, pieces of legislation, government bodies and for West Africa, the South, the North, etc.</p>
Currencies	<p>Dollars should be specified as US, Australian, etc. (US\$)</p>

Dates	11 May 2006 the twenty-first century 1990s or the nineties
Fractions	Two-thirds
Hyphens	For adjectives formed of 2 or more words: left-wing group, low-income country.
Latin phrases	Avoid if possible, for example: a year or per year (<i>not</i> per annum) and per person (<i>not</i> per capita).
Names	Prefer native (not anglicised) form - but being consistent is the most important thing.
Numbers	Spell out numbers from one to ten. Use figures for 11 and above. Don't begin a sentence with a figure. Write big numbers in full: million <i>not</i> mn and billion <i>not</i> bn.
Percentages	Per cent in text. % in tables. Give percentages in figures: 30 per cent.
Prefixes	Co-operation, co-ordination
Quotation marks	Single quotes for emphasis (use sparingly), article titles, etc. Double quotes for direct quotations, with single quotes for quotations within quotations.
References	Book: Stiglitz J and Charlton A (2005) <i>Fair Trade For All: How Trade Can Promote Development</i> , Oxford: Oxford University Press Journal article: Christensen J and Murphy R (2004) 'The Social Irresponsibility of Corporate Tax Avoidance: Taking CSR to the Bottom Line', <i>Development</i> 47.3: 37-44
Spelling	UK (not US) spellings.