Abbreviated example of style guide
Company XXX

Last update: Sept. 8

1) Punctuation
- a) / Slash
  - i) No spaces before or after; example: *(up/down)*
  - ii) In titles: letter after slash lowercase

- b) ( ) Brackets:
  - i) No space between brackets and text; example: *(no space)*

- c) - Hyphen
  - i) Do not use to express range. Use n-dash instead

- d) Commas
  - i) Comma before „and" in series: „*..pears, apples, and peaches*"
  - ii) Comma after e.g. and i.e.

2) Capitalization
- a) All headings, subheadings, running heads and footers: only capitalize first letter
- b) In tables: first letter in each cell is capitalized
- c) Bullet points: always begin with capital letter

3) Date format
- a) 12 April 2006

4) Headings
- a) All headings, subheadings, running heads and footers: only capitalize first letter
- b) Formulate with gerund
- c) Use article; example: *Opening the equipment*

5) Figure captions
- a) Formulate with gerund; example: *Detaching the plate*
- b) Use article; example: *Opening the equipment*
- c) No final period

6) Bullet lists
- a) Always begin with capital letter
- b) Always use final period

7) Tables
- a) Capitalize first letter in each cell

8) Safety instructions
- a) Always end with exclamation mark: *Risk of crushing injuries!*