

HealthPrism Style Sheet

SPELLING

Use British/Indian English.

For e.g., you need to spell words, as such: *apnoea, diarrhoea, amenorrhoea*.

Use -ise: *advise, arise, chastise, comprise, compromise, despise, devise, disguise, enterprise, exercise, franchise, improvise, summarise, supervise, surmise, surprise, televise, vitalise*.

PERSONAL NAMES

Give full names at first mention. Titles and ranks are not capitalised except where they precede names. Names ending in -s, -z, -x have possessives in -'s. e.g., Edwards's.

NUMERALS

In continuous text, use Arabic numerals for numbers above one hundred, but spell out if less: e.g., ten herbs; or, 1,500. However, keep hundred, thousand, million, or billion, if they appear as whole numbers [e.g., 'a thousand years ago']. In passages containing lists or statistical information, this rule may be relaxed.

For teens, use [for e.g.] 15-17.

BRACKETS AND PARENTHESES

Square brackets should be used for regular textual matter, e.g., [In certain conditions, it is better to avoid the use of this herb].

For parentheses within parentheses use round brackets within square brackets.

Use M-dash, or longish-dash as --

ABBREVIATIONS

Do not use a stop if the last letter is not the end of the word: e.g., Dr Ram Kumar.

In names of countries, institutions, books, magazines, journals, academic degrees etc., do not use stops: e.g., USA, UK, BMJ, ICMR, MD, PhD.

QUOTATIONS

Quote accurately.

Use double quotation marks. Use full stop before the closing quotation mark.

If you use single quotation marks, use them in the same circumstances throughout [We don't like them, though!]. Use single quotation marks first; and, double quotation marks for quotations within quotations.

For *ellipsis* within a sentence, use three [...] spaced periods, leaving a space before the first period.

Quotations that are complete sentences should end with periods even though [the] matter in the original may have been omitted.

PUNCTUATION

Good writing depends on your punctuation as well as on the words you choose. Look at the following carefully:

Capitalisation. In titles, or books, capitalise the first letter of the first word and of all the principal words including nouns and proper adjectives — e.g., “Molecules Of Emotion.”

Exclamation marks should be barely used.

Do not use italics. Do not italicise titles of published books, magazines, and foreign words, used in the text.

Do not use bold letters, underline, or italicise words, phrases, or sentences, for emphasis.

Colons and Semicolons. These are often sparingly used. Please use them sensibly and effectively.

Use [--], not hyphen [-], within sentences, for better comprehension, or understanding.

For example: " You need to set goals -- this will help clear your mind of imponderables. Have a good image of yourself, not what you look, right now, in the mirror -- with a pot-bellied waistline."

PS: Provide adequate left and right margin for your textual matter to fit; you may also justify text, if you wish.