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| **Reference Works** | | | | |
| **Stye Manual** | | |  | |
| **English Variant** | | |  | |
| **Dictionary used** | | |  | |
| **Punctuation** | | | | |
| Serial comma | | |  | |
| Parenthetical dashes | | |  | |
| Quotation mark | | |  | |
| Quotation with end punctuation | | |  | |
| Order of parentheses | | |  | |
| List punctuation | | |  | |
| Hyphenation | | |  | |
| **Casing** | | | | |
| Title/heading style | | |  | |
| Capitalizing prepositions | | |  | |
| Casing after colons | | |  | |
| Proper nouns and specialized treatment of words | | |  | |
| **Units and Numbers** | | | | |
| Spelled-out numbers and numerals | | |  | |
| Dates | | |  | |
| Centuries | | |  | |
| Decades | | |  | |
| Use of units – abbreviation/repetition | | |  | |
| **Abbreviations** | | | | |
| Criterion | | |  | |
| Beginning with abbreviations | | |  | |
| Casing | | |  | |
| Treating plural forms | | |  | |
| **List of Abbreviations** | | | | |
|  |  |  | |  |
| **Usage** | | | | |
| Split infinitives | | |  | |
| Beginning sentences with *and*, *but*, etc. | | |  | |
| Distinctions made  (compared with/to, that/which, if/whether) | | |  | |
| Use of contractions | | |  | |
| Others | | |  | |
| **Numbers** | | | | |
| Elision | | |  | |
| Spell-out/numeral convention | | |  | |
| “Firstly, secondly, third” accepted | | |  | |
| **Tables** | | | | |
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| **Figures** | | | | |
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| **References and citations** | | | | |
| Bibliography/reference style | | |  | |
| Notes | | |  | |
| **Miscellaneous** | | | | |
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| **Wordlist** | | | | |
| **A** | | **B** | **C** | | **D** | |
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| **E** | | **F** | **G** | | **H** | |
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| **Q** | | **R** | **S** | | **T** | |
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| **U** | | **V** | **W, X** | | **Y,Z** | |
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